

NOTICE TO THE MAYOR AND COUNCILLORS.

An ordinary meeting of the Council of the City of Prospect will be held in the Tirkanthi Kuu Room, Level 1 at Payinthi, 128 Prospect Road Prospect on **Tuesday 28 July 2020 at 7.00pm**.

AGENDA

Members of the public are advised that meetings of Council are live streamed on Council's YouTube Channel and video recorded.

- 1. Opening**
 - 1.1 Acknowledgment of the Kaurna people as the traditional custodians of the land
 - 1.2 Council Pledge
- 2. On Leave**
- 3. Apologies**
- 4. Declaration by Members of Conflict of Interest**
- 5. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 23 June 2020**
- 6. Public Question Time**
 - 6.1 [Public Questions on notice](#)
(Page 1)
- 7. Petitions - Nil**
- 8. Deputations - Nil**
- 9. Questions without Notice**
- 10. Reports for Decision**
 - 10.1 [SA Community Wellbeing and Resilience Grants – 3 Grants Submitted](#)
(Pages 2-9, Recommendation on Page 3)
 - 10.2 [PDI Act Local Design Review Scheme Consultation](#)
(Pages 10-32, Recommendation on Page 11)
 - 10.3 [LGFA COVID Support Package](#)
(Pages 33-35, Recommendation on Page 36)
 - 10.4 [Local Government Review Bill 2020 Submission](#)
(Pages 36-88, Recommendation on Page 36)

- 10.5 Local Government Finance Authority Annual General Meeting 2020
(Pages 89-97, Recommendation on Page 89)
- 10.6 Local Government Association – 2020 Annual General Meeting
(Pages 98-99, Recommendation on Page 98)
- 10.7 Nominations - Local Government Association of South Australia President and Members of the Greater Adelaide Region Organisation of Councils
(Pages 100- 121, Recommendation on Pages 100-101)
- 10.8 Unreasonable Complainants Policy
(Pages 122 -133, Recommendation on Pages 122-123)
- 10.9 Review and Update of Existing Policy
(Pages 134-160, Recommendation on Page 135)
- 10.10 Review of Confidential Items 2020
(Pages 161-175, Recommendation on Pages 162-166)
- 10.11 Balfour and Howard Streets Intersection Options – Community Consultation Results
(Pages 176-197, Recommendation on Page 177)
- 10.12 Broadview Oval / Yarnta Tutu yarta Draft Master Plan Consultation Outcomes
(Pages 198-255, Recommendation on Page 199)
- 10.13 Draft Prospect Oval / Payinthi yarta Master Plan
(Pages 256-278, Recommendation on Pages 256-257)
- 10.14 Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan
(Pages 279-283, Recommendation on Page 279)
- 10.15 Finalisation of Reconciliation Action Plan - Innovate
(Pages 284-323, Recommendation on Page 286)
- 10.16 Eastern Health Authority – Audit Committee Membership
(Pages 324-326, Recommendation on Page 324)
- 10.17 Growth Corridor Report - Number 2
(Pages 327-333, Recommendation on Page 327)
- 10.18 Strategic Planning and Development Policies Committee Membership
(Pages 334-338, Recommendation on Page 334)

11. General Business – Urgent Business

Council has resolved that an Agenda Item "General Business – Urgent Matters" be included on the agenda to enable members to raise matters of a genuinely urgent nature, is not a change to Council Policy and cannot wait until the next Council meeting recognising that the leave of meeting will be required for each item on each occasion.

12. Reports for Information

The Council has adopted the protocol that only those items on the Council Agenda provided for information (to receive and note) may be adopted without further discussion.

- 12.1 [Mayoral Monthly Activity Report](#)
(Pages 339-340)
- 12.2 [Eastern Waste Management Authority Board Meeting Minutes](#)
(Pages 341-248, Recommendation on Page 341)
- 12.3 [Audit Committee Meeting Minutes 13/07/2020](#)
(Pages 349-352, Recommendation on Page 352)
- 12.4 [LED Street Lighting Proposal](#)
(Pages 353-367, Recommendation on Page 353)
- 12.5 [Planning Reform Update July 2020 – Final phases](#)
(Pages 368-374, Recommendation on Page 369)
- 12.6 [Prospect Innovation Awards - Outcomes](#)
(Pages 375-378, Recommendation on Page 375)
- 12.7 [Investment Report 2019-2020](#)
(Pages 379-383, Recommendation on Page 379)
- 12.8 [Update on Council's Borrowing and Related Transactions 2019-2020](#)
(Pages 384-389, Recommendation on Page 384)
- 12.9 [East Waste 2019 Household Bin Audit Results](#)
(Pages 390-458, Recommendation on Page 390)
- 12.10 [Disability Access and Inclusion Plan 2020-2024](#)
(Pages 459-490, Recommendation on Page 460)
- 12.11 [Full Implementation of Facility and Parks Booking System](#)
(Pages 491-497, Recommendation on Page 492)

13. Council Member Reports and Briefings

14. Motions on Notice - Nil

15. Questions with Notice - Nil

16. Confidential Items - Nil

17. Meeting Closure



Nigel McBride
Chief Executive Officer

23 July 2020

AGENDA ITEM NO.: **6.1**

TO: Council on 28 July 2020

FROM: Chief Executive Officer

SUBJECT: Public Questions on Notice

The following public questions on notice were received from Mr David Sherman via the online form on Council's website.

Question 1

Why in the time of increased budgets and increased rates to residence of Prospect when the rest of the country are focusing on saving and efficiencies?

Question 2

I would like to ask re council daily productivity and cost saving instead of congregating every day at the prospect oval Thus having to pack up to return for breaks they are subsisted in the hourly rate?

AGENDA ITEM NO.: **10.1**

TO: Council on 28 July 2020

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Brendan Lott, Manager Community Development

SUBJECT: SA Community Wellbeing and Resilience Grants – 3 Grants Submitted

1. EXECUTIVE SUMMARY

Wellbeing SA was established as a new agency, attached to the Department for Health and Wellbeing, in January 2020.

One of the initiatives of this new agency are the SA Community Wellbeing and Resilience Grants (**Attachment 1**). This grant program (released in late June 2020 and open until 17 July 2020) provides funding for community-based projects that contribute to positive wellbeing and resilience outcomes to address the impacts of COVID-19 on groups of people within the South Australian community .

Funding of between \$10,000 and \$100,000 was available for projects which support wellbeing and resilience with an emphasis on mental, physical (activity and nutrition) and/or social wellbeing. Funding is available for the 2020-21 financial year only with all grant funds to be expended by 30 June 2021.

Despite the Grants not impacting on Council's Budget, in line with Council's recently adopted External Grants Policy and in recognition of the short timeframe for lodging applications, retrospective approval is requested for the three (3) applications submitted by our Community Development Team.

Details of the applications are provided as follows:

Optimise Program

This is a collaboration project between the City of Prospect and Town of Walkerville together with the private sector who support wellbeing in this way.

The Optimise program is a six month holistic program which aims to support local residents who are aged 55 years+ to improve their physical health (nutrition and physical activity), mental wellbeing and resilience levels.

Town of Walkerville propose to manage the funds should this grant be successful.

This Total Grant Funds Requested: \$60,000. There is no requirement for a co-contribution of funds to this project from Council.

Prospect Singing Group

This highly successful program was established in 2018 and was funded until June 2020. Up until the onset of the COVID-19 health crisis the group was enjoying attendance of up to 50 people each week and its recent closure has left several members disappointed and emailed staff and some Elected Members in the hope of seeing it funded/reactivated.

Successful outcome of the Grant application will allow the group to continue for another year, recapture its earlier momentum, and help provide social connections coming out of COVID-19.

If successful, grant funds will be held and managed by City of Prospect.

Total Grant Funds Requested: \$40,000. There is no requirement for a co-contribution of funds to this project from Council.

Better Living Better Health – Active Regional Connections

The Constituent Councils of the Eastern Health Authority (EHA) have recently endorsed a Regional Public Health & Wellbeing Plan ('the Plan'), entitled *Better Living, Better Health 2020-2025*.

One of the regional projects identified in the Plan, that is the subject of this grant application, is a focus on enhancing Active Regional Connections through the mapping of key open space and recreations areas across the region, including relevant infrastructure (toilets, play spaces etc.), overlayed with key cycling and walking routes, including along the great asset of the River Torrens Linear Park.

If successful, grant funds will be held and managed by City of Norwood Payneham & St Peters.

Total Grant Funds Requested: \$50,000. There is no requirement for a co-contribution of funds to this project from Council.

2. RECOMMENDATION

- (1) Council having considered Item 10.1 SA Community Wellbeing and Resilience Grants – 3 Grants Submitted, receive and note the report.**
- (2) Council retrospectively approves the submission of applications to SA Community Wellbeing and Resilience Grants for the following three (3) Grants;**
 - a. Optimise Project (collaboration with Town of Walkerville),**
 - b. The relaunch of the Prospect Singing Group, and**
 - c. The Active Regional Connections program (linked to the Regional Public Health Plan).**
- (3) Council Administration commence a review of the recently adopted External Grants Policy to remove any confusion around requirements for Council approval when no budgetary impact exists (given that was the intent of the policy).**

3. DISCUSSION

In light of this recently released opportunity for Grants and after liaison with regional Community Development colleagues, three (3) Grant applications were considered appropriate to be lodged. The details of the three (3) programs where applications were lodged ahead of the 17 July 2020 deadline are as follows:

Optimise Program

Through collaboration, this particular application has been submitted by Town of Walkerville, who propose to hold and manage the funds, in partnership with City of Prospect, Nourish Adelaide, Move to Live Exercise Physiology and Mindseye Training and Consulting.

The Optimise program is a six month holistic program which aims to support local residents who are aged 55 years+ to improve their physical health (nutrition and physical activity), mental wellbeing and resilience levels.

The program is a joint response from the Town of Walkerville and the City of Prospect to help build sustainable community resilience and support wellbeing in relation to the impacts and recovery from COVID-19.

It encourages participants to improve their nutrition, physical activity levels and mental wellbeing and resilience based on evidence based guidelines.

Total Grant Funds Requested: \$60,000. There is no requirement for a co-contribution of funds to this project from Council.

Prospect Singing Group

This group was offered to our community from November 2018 until June 2020, running for just over a year and a half. Up until the onset of the COVID-19 health crisis the group was enjoying attendance of up to 50 people each week.

Initially the group met at Broadview Uniting Church Hall, moving into the new Payinthi facility soon after its 2019 opening with this move boosting the attendance.

Successful Choirs are expensive to operate with their quality and enjoyment being determined by the skills and expertise of the choir master and music accompanist. These skills are understandably costly and a grant received from SA Office for Ageing Well was the lynchpin for this program to be offered to our residents. The conclusion of the grant in June of this year has required the program to be placed on pause, with the opportunity of the Wellbeing and Resilience Grants identified as an opportunity for reactivation.

Discussions with our residents have indicated a desire for the choir to be fun, informal and open to people of all ages and abilities. Previously, the choir was attended by an age range between 10 to 70+ years (the majority were aged over 50 years). Feedback from participants in the program evaluation was very positive and indicated a strong desire for the choir to continue.

Objectives for the program are detailed as follows:

- Increase the opportunities for social participation in community life
- Increase intergenerational activity
- Reduce social isolation
- Improve the health and wellbeing of (older) people in our community
- Provide opportunities for lifelong learning
- Build a more active, more engaged and more empowered community.

If successful, grant funds will be held and managed by City of Prospect.

Total Grant Funds Requested: \$40,000. There is no requirement for a co-contribution of funds to this project from Council.

Better Living Better Health – Active Regional Connections

The Constituent Councils of the Eastern Health Authority (EHA) have recently endorsed a Regional Public Health & Wellbeing Plan ('the Plan'), entitled *Better Living, Better Health 2020-2025*.

The Plan focusses on three key Strategic Directions, namely, *Environments for Health, Capacity for Health and Protection for Health* and more specifically on activities and initiatives that require cross-council collaboration for their planning and implementation, such that the health and wellbeing outcomes benefit the whole region.

The Plan identifies eleven regional projects that align with the Plan's Strategic Directions and the State Government's four Strategic Priorities for health and wellbeing.

One of the regional projects identified in the Plan, that is the subject of this grant application, is to focus on enhancing Active Regional Connections through the mapping of key open space and recreations areas across the region, including relevant infrastructure (toilets, play spaces etc.), overlayed with key cycling and walking routes, including along the River Torrens Linear Park.

The project will also investigate continuity of signage and wayfinding to amenities and places of interest across the region, including Kaurna culture, local heritage, art installations and the like.

The maps and associated information will be made available and promoted to our local communities. The key project aim is to inspire all citizens to explore points of interest across the EHA region, increase their physical activity, build resilience, and increase opportunities for positive social connection and to promote the use of safe, healthy, accessible cycling and walking routes and places and spaces across the region

If successful, grant funds will be held and managed by City of Norwood Payneham & St Peters.

Total Grant Funds Requested: \$50,000. There is no requirement for a co-contribution of funds to this project from Council.

Application of Council's External Grants Policy

Importantly, all three (3) grants do not require matching funding from Council. If successful, each of the three applications are solely funded by an external organisation and, for two of the grant applications, they are in partnership with other organisations. Despite this, strict interpretation of the recently adopted External Grants Policy indicates an approval by Council is required (even retrospective approval when short timeframes exist such as was the case here). Firstly, Clause 3 of the Policy confirms that partnered projects/ applications are covered by the Policy:

3. Scope

- 3.1 This Policy applies to all externally funded grants, whether in part or solely funded by an external organisation, that require applications to be made. The Policy applies:*
 - 3.1.1 To all Council Staff;*
 - 3.1.2 Where Council is one of a number of partners in a joint external funding application;*

Then moving on to Clause 5.1 of the Policy. That indicates there would not be a requirement for this report if Council has previously budgeted for the grant applications/ projects. However, the grammatical structure then links clause 5.1.1 with 5.1.2 meaning the Policy applies regardless if additional expenditure is required.

5. Council Approval

- 5.1 Applications for external funding do not require Council approval, where the expenditure has been previously budgeted by Council. This will apply to an application in which:*
 - 5.1.1 No additional expenditure is required under the arrangement, and*
 - 5.1.2 The expenditure has been accounted for within:*
 - (1) the budget for the current financial year, or*
 - (2) the budget for the following financial year.*

The use of the term 'and' at the end of Clause 5.1.1 is considered problematic and not in accordance with the intent of the Policy. Part of the recommendation of this report seeks to remedy this issue.

The recently adopted External Grants Policy outlines the following points (in italics) with commentary below each point outlining how these Grants align with the Policy:

Application of Policy - Prior to submission of an application for external grant funding, the following criteria is to be considered:

Consistency and alignment with Council Strategic Plan and Annual Business Plan;

- *Council's required contribution;*

Each of the grant applications fall within the scope and enhance the work completed by Council's Community Development team and will be managed within existing resources allocated by Council's recurrent budget. There is no requirement for a co-contribution of funds to this project from Council

- *Ability to comply with proposed contractual terms, conditions, and Council Policies;*

If successful, staff will ensure that procurement, contractual and other Council policies and procedures are applied for the delivery of each project.

- *Ability for council to deliver the agreed grant objectives within approved timelines;*

Each of the projects are to occur through the current financial year, community development staff will ensure each of the project deliverables are completed and reported upon by June 2021.

- *Whole-of-life costs impacts of the funding opportunity if relevant;*

There are no on-going expenses or hidden costs to Council for any of the proposed projects.

- *Administrative costs and impacts on resources associated with the application, project management, and implementation of obligations, if any;*

Each of the grant applications fall within the scope and enhance the work completed by Council's Community Development team and will be managed within existing resources allocated by Council's recurrent budget.

- *Opportunities for regional funding partnerships;*

The Optimise project is an opportunity for Council to collaborate with Town of Walkerville and local businesses Nourish Adelaide, Move to Live Exercise Physiology and Mindseye Training and Consulting.

- *Ability to undertake planning with stakeholders prior to the implementation of the funded project, service or activity.*

The mechanics involved in the arranging of Prospect Singing Group are well-known to Council's Community Development team.

Collaborative relationships are either established or are well advanced to ensure the successful delivery of both of the proposed projects.

- *Any risks of the relevant arrangement are to be balanced with benefits provided to the community.*

All three (3) of the project proposals have clearly identified benefits for our local residents. Any risks for these projects will be easily managed by Council's Community Development team.

Implications, Related Questions and Further Information

There is no requirement for a co-contribution of funds to this project from Council. It is accepted that the intent of the recently adopted Policy appeared to be to capture Grant applications where (if successful) the Council would need to vary its adopted budget. The exact wording of the Policy however does not capture such an exemption, hence this report to Council and the recommendation is to not only support these submissions, but to amend the Policy going forward.

If the grant applications are successful, existing staff resources of Council's Community Development team will coordinate and deliver the requirements of the funded programs, whilst liaising with the other key parties and Council's involved in two (2) of the programs.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Strategy 1.2 Environmentally active, sustainably focused

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.4 Accountable and people-focused services

ATTACHMENTS

Attachment 1: Open Your World Campaign - Community Wellbeing & Resilience Grants



20EW0009543

**Government
of South Australia**

Office of the Minister for
Environment and Water

81-95 Waymouth Street
Adelaide SA 5000

GPO Box 1047
Adelaide SA 5001

Tel 08 8463 5680
minister.speirs@sa.gov.au

Mayor David O'Loughlin
City of Prospect
Email: david.oloughlin@prospect.sa.gov.au

Dear Mayor O'Loughlin

I am pleased to announce the launch of the Community Wellbeing & Resilience grants as part of the Open Your World Wellbeing fund.

The Open Your World campaign has been designed by the South Australian government to help build community resilience and support physical, social, mental and community wellbeing in response to the COVID-19 pandemic.

As we embark on the recovery from COVID-19, it is so important that we provide opportunities to support those who have been impacted the most. The wellbeing fund is a major pillar to achieving this goal.

Through the community wellbeing and resilience grants, the South Australian government will provide \$800,000 of funding in 2020-21 for community-based projects that support groups within our community who have been significantly or disproportionately impacted by COVID-19. Projects will address the COVID-19 impacts by contributing to positive physical, social and mental wellbeing and resilience outcomes.

Non-government organisations (NGOs) and local government are eligible to apply for individual grants of between \$10,000 and \$100,000 (GST exclusive). Community organisations are also eligible to apply, in partnership with an NGO or local government.

Applications for the grants are open **until Friday 17 July 2020**. The grants are administered by Wellbeing SA, and applications can be lodged via the [Open Your World website](#). A grant guide has been developed which sets out further details about the grants, including eligibility and assessment criteria, and tips on completing an application.

I encourage you to review the grant guide and consider applying for a community wellbeing and resilience grant.

Yours sincerely

DAVID SPEIRS MP

Minister for Environment and Water
Chair, Wellbeing Senior Officials Group

Date: 19/06/2020

AGENDA ITEM NO.: **10.2**

TO: Council on 28 July 2020

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Darren Starr, Manager Development Services

SUBJECT: PDI Act Local Design Review Scheme Consultation

1. EXECUTIVE SUMMARY

The Planning, Development and Infrastructure (PDI) Act 2016 is progressively replacing the Development Act 1993, providing a new framework for the creation of planning policy, assessment of development applications and monitoring of development compliance.

A key component of the implementation of the Act is the introduction of the Planning and Design Code (the Code) and further information on the Code and the transition to the new system is covered in an alternate report in this agenda.

Associated with the introduction of the Code is a proposed Local Design Review Scheme. Section 121 of the Planning, Development and Infrastructure Act 2016 (the Act) enables the Minister for Planning to establish a design review scheme, where a person who is considering undertaking types of development specified in the Planning and Design Code may apply to a design panel for design advice.

City of Prospect has been a long advocate for quality design to be a leading consideration of planning, and for a number of years has operated its own design review process.

The Office for Design and Architecture South Australia (ODASA) has prepared the draft Scheme on behalf of the Minister for Planning to guide Councils who wish to offer this service. In preparing the scheme, ODASA held multiple discussions with our team to understand our review process and how it could be applied at a State level.

As noted, City of Prospect has an existing Design Review Process as part of the development assessment process and this is detailed in this report along with the content of the draft Local Design Review Scheme currently on consultation.

Overall, the Local Design Review Scheme is seen as a positive step forward for the sector and the State, particularly in areas where design review is not a normal component of development assessment. In looking at the detail of what is proposed, the ODASA model is not seen as a preferred approach to the process already well entrenched and tested within City of Prospect. Feedback to the consultation (as recommended) puts forward this view.

2. RECOMMENDATION

- (1) Council having considered Item 10.2 PDI Act Local Design Review Scheme Consultation, receive and note the report.
 - (2) Council endorse Attachments 15-16 as its response to the public consultation on the Local Design Review Scheme, subject to any minor amendments.
 - (3) That the Chief Executive Officer is to forward the response attached to this report to the Department of Planning, Transport and Infrastructure and the State Planning Commission (as presented in Attachments 15-16) as its submission in response to consultation.
-

3. DISCUSSION

Since 1993, the Development Act has provided the framework for the planning system in South Australia, including planning policy, the assessment of development applications and the monitoring of development compliance.

A key element of the Planning, Development and Infrastructure (PDI) Act 2016 is the establishment of a Planning and Design Code. The Planning and Design Code will replace the Prospect (City) Development Plan. Section 121 of the Planning, Development and Infrastructure Act 2016 enables the Minister for Planning to establish a design review scheme. To accompany the introduction of the Planning and Design Code, ODASA have prepared a draft Local Design Review Scheme process, which is currently on public consultation, the details of which are outlined below.

Local Design Review

Design Review is an independent evaluation process where a panel of built environment experts review the design quality of a development proposal before it is lodged for assessment.

State Design Review has operated in South Australia since 2011 and is currently available to certain larger-scale development proposals assessed by the State Commission Assessment Panel (the SCAP) and referred to the South Australian Government Architect. State Design Review will continue to be available in the new planning system for the same larger-scale development proposals. Local Design Review would be an additional design review service, where offered.

Local Design Review under the proposed scheme will only be available to development proposals before they are lodged for assessment. Based on the draft proposal, the service will also be voluntary, providing applicants with a choice to participate and receive independent design advice if they choose. There is a risk that the 'opt in' and 'opt out' model may not capture the right developments, proposals and applicants.

The design advice provided to land owner and relevant authority is proposed to be a summary of the Design Review session and is provided to the proponent to assist with their design progression. The design advice will also be provided to the relevant authority (Council Assessment Panel (CAP) or the Assessment Manager) for consideration when undertaking their assessment.

If a proponent chooses not to participate in Local Design Review, then under the Scheme no design advice will be provided to the proponent or the relevant authority. The Scheme is likely to be limited to significant developments within the Urban Corridor and would be unlikely to extend to residential development. Again this is different to, and a shortcoming compared with the current design review approach taken by Council.

It is proposed as part of the consultation documents that the Local Design Review Scheme will involve:

- A proponent who is seeking to participate in design review must apply to the council before lodging their development application with the relevant authority.
- The application must—
 - a) be in the form approved by the Commission; and
 - b) include any information specified in the approved form; and
 - c) be lodged via the method outlined in the approved form; and
 - d) be accompanied by any relevant fee prescribed by the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019.

* This fee has not yet been established, there is some concern that this fee will not represent the full cost to Council of establishing, administering and undertaking a design review process
- The council may require an applicant—
 - a) to provide such additional documents or information as may be reasonably required to assess the application; and
 - b) to remedy any defect or deficiency in any application or accompanying document or information required under the Scheme.

A designated entity (Council) must have sufficient resources to meet the requirements outlined in this Scheme, should they elect to participate. Tasks will include:

- a) establish a suitable design panel for the design review session from their panel member pool; and
- b) coordinate panel member and Chair attendance; and
- c) assist panel members and Chairs to identify any conflicts of interest and maintaining a register of any such conflicts; and
- d) coordinate proponents and other stakeholder attendance; and
- e) coordinate and distribute design review session agendas; and
- f) prepare and provide the design panel briefing prior to the design review session; and

- g) coordinate preparation of the design review venue; and
- h) assist the panel Chair to minute the discussion from the design review session.

Council will have a choice as to whether to offer and/or establish a local design review scheme that follows the above process or continue to offer its own design review process, which in a number of ways extends further than that proposed by the draft Local Design Review Scheme. The scheme on consultation does not read as a superior (or preferred) model to the one established and well entrenched within City of Prospect.

Existing City of Prospect Design Review

Since 2013 and the introduction of the Urban Corridor Zones, Council has had in place its own independent design review process.

The purpose of the Design Review Process has been to improve the quality of design in City of Prospect by providing Council and applicants with an independent review of the design quality of the significant new development. The review is undertaken by a registered architect. The existing Prospect Design Review Process provides specific independent design advice to Council and the applicant on applications including:

- All development within the Urban Corridor Zone 2 storeys in height or greater
- All high density housing
- All mixed use development (2 storeys in height or greater)
- Two Storey development within the Residential Zones
- Any other development that, in the opinion of the Assessment Manager, is likely to benefit from design review.

Importantly for the City of Prospect model, the Design Quality Assessment has regard to the provisions of the Prospect (City) Development Plan and also considers context, scale, built form, density, resources, landscape and visual aesthetics. This results in balanced design review feedback to consider both design issues and Development Plan policy and this is considered to be superior to the ODASA model proposed.

As part of the current design review process, Council has also made our design advisor available to meet applicants to discuss design review comments and improvements to designs prior to the application being presented to the Council Assessment Panel (CAP). Where an application undergoes design review it is presented to the CAP for a decision. The current Prospect Design Review process is funded by Council with no cost to the applicants.

The proposed Local Design Review Scheme is outlined in **Attachments 1-12**. A copy of the fact sheet developed around our current design review process is provided as **Attachments 13-14**.

In the last 12 months, approximately 30 development applications have been referred to Council's Independent Design Advisor for comment and feedback. This has involved review of proposal plans, meetings with applicants and design advice on improvements. This advice is also presented to CAP, along with a detailed assessment against the Development Plan, when they are making a decision on these development applications. The existing design review process cost Council approximately \$12,000 for the 2019-20 financial year and was funded from a recurrent consultant's budget line.

The Design Review process outlined above is separate to the independent review of impact on heritage value for development applications that involve a Local Heritage Item or Contributory Item, where Council sources independent advice from a Heritage Architect.

Design under the Planning & Design Code

Council has previously provided comment on the Planning and Design Code Discussion Paper and the draft Planning and Design Code. A number of consistent comments have been provided to the State on design issues, outlined below:

- City of Prospect believes that local government is best placed to represent local communities and capture the specific local character in planning policy in consultation with their communities. The new planning system must include sufficient opportunities for local government and local communities to develop planning policy for local areas.
- One of the original intentions of the planning reform process was to achieve better design outcomes in our urban areas. The draft Code does not have this strong design focus which is of concern to Council for a Planning and Design Code. We question how good design is going to be achieved with limited policy addressing this issue.
- The new planning system and the messages from the Planning Commission, DPTI and Minister have raised expectations of improved design outcomes. The draft Planning and Design Code has not lived up to this intent with strong planning policy that focuses on quality outcomes and design that adequately recognizes and protects existing character.
- Council previously provided comment that design examples will be an important element of the Planning and Design Code to assist designers, planners and community to design and assess future development. Use of appropriate language and examples will assist in ensuring that all stakeholders can understand and use the Code. This has not been delivered as part of the draft Code.

The proposed Local Design Review Scheme does not fully address Council's previous comments on the need for a greater design focus within the Planning and Design Code.

Implications, Related Questions and Further Information

The current Prospect Design Review process is funded by Council and has no cost to land owners/applicants. The process involves Council planners referring a development application to our independent design reviewer for comment, with those comments passed onto the applicant and also presented to CAP. In most instances the design review process leads to amendments to proposal plans by applicants and a better design outcome.

The proposed Local Design Review Scheme will involve the establishment of a Design Review Panel, the need to appoint a Chair of the Panel, formal meetings, preparation of both agendas and minutes and potentially multiple meetings. All of this activity will come at a cost to Council and on the face of it, the cost will be considerably higher than the current process. In addition this process will cease when a development application is

lodged, providing Council planners no design review input should plans/designs change as part of the development assessment process, which they commonly do as part of the assessment against the provisions of the Development Plan. This presents challenges in how to deal with the original/ early advice once an amended version gets to the CAP for decision.

While there is some reference to a fee for design review, this fee has not yet been set and is unlikely to cover Council's cost in establishing and administering a Local Design Review Scheme. It is also likely that Council would continue to obtain design advice as part of the development assessment process, where required, meaning that the Local Design Review Scheme process is an additional expense over our existing design review process, which will be pointed out in the Council response.

Whilst design review advice must be considered as part of an assessment, this provides no greater weight than any other expert input to the planning process such as traffic engineer, heritage advisor, acoustic specialist etc.

The intent of the proposed Local Design Review Scheme outlined as part of the current public consultation process is to provide a consistent approach to design review by local government, recognising that many Councils do not provide design review advice as part of the development assessment process. The intent is highly valid and definitely supported.

A key element of the planning reform process was the introduction of the Planning and Design Code and a stated 'focus on design'. As Council has previously advised the State, the focus on design does not appear to have manifested itself as detailed design policy within the Code.

The introduction of the Local Design Review Scheme is described as part of the focus on design in the new planning system, however it is telling that despite having a state-wide Planning and Design Code in an effort to provide consistent planning policy, the approach put forward in the draft Scheme by the State Government places all responsibility on Local Government.

If the State Government is committed to consistency of design advice and access to design services, it is unclear as to why the existing state design review process undertaken by the Office for Design and Architecture SA is not extended, rather than creating a whole new design review process. It is assumed this is cost related e.g. proposed system will place the costs on Local Government rather than extending the State Government commitment in this space. This shortcoming is noted as part of the Council response to consultation.

It is recommended that Council provide feedback as part of the consultation process on the Local Design Review Scheme that an expanded state design review scheme that deals with the consistent policy contained in the state-wide Planning and Design Code would provide a better service to communities. This amended approach would also not impose an additional cost on them, via the Local Design Review Scheme process. A draft response to the consultation process covering the issues raised in the report is provided as **Attachments 15-16**.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

Strategy 2.1 Respect the past, create our future

Council's role in South Australia's planning system supports the Strategic Plan themes identified, which are closely related to achieving positive strategic and development assessment planning functions.

Intelligent Community Indicators

6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.

Councils will continue to advocate on behalf of its community for a planning and development system in South Australia that is transparent, equitable and results in appropriate development.

ATTACHMENTS

Attachments 1-12: Local Design Review Scheme for SA Consultation Guide

Attachments 13-14: City of Prospect Design Review Fact Sheet

Attachments 15-16: City of Prospect Response to Local Design Review Scheme Consultation

Local Design Review Scheme for South Australia

Attachment 1



Consultation Guide

June 2020



Government of South Australia

Department of Planning,
Transport and Infrastructure

OFFICE FOR
DESIGN +
ARCHITECTURE SA

Contents

Introduction	1
Design Review	2
Design Review in South Australia	3
Local Design Review	4
Features of the Local Design Review Scheme	6
Have your say	10

Design Review is a pre-lodgement service that supports high-quality design outcomes, improves access to independent design expertise and assists with informed decision-making during development assessment.

Introduction

Design quality of the built environment not only relates to the ‘look and feel’ of buildings and places, but how successfully they meet the needs of the people who use and experience them. High-quality design helps to make buildings and places better for people, our environment and economy.

The *Planning, Development and Infrastructure Act 2016* (PDI Act) enables South Australia’s new planning system to place greater emphasis on high-quality design. One of the ways it will do this is by creating more opportunities to participate in Design Review under a new Local Design Review Scheme (the Scheme).

This draft Scheme sets out consistent procedural requirements for councils who wish to provide Local Design Review within their communities, as well as independent Design Review providers.

The Office for Design and Architecture South Australia (ODASA) has prepared the draft Scheme on behalf of the Minister for Planning in collaboration with the State Planning Commission, council staff from across the State and peak industry bodies who might provide Local Design Review.

Feedback on the draft Scheme is now being sought from councils, industry professionals and any other interested parties. It is envisaged the Local Design Review Scheme will come into operation with the Phase Three Planning and Design Code.

This consultation guide provides additional background information for the draft Local Design Review Scheme.

Design Review

Design Review is an independent evaluation process where a panel of built environment experts review the design quality of a development proposal before it is lodged for assessment.

The role of Design Review is not to redesign proposals, but rather to identify and discuss opportunities to encourage high-quality design.

Design Review provides the opportunity for proponents to obtain independent design advice from the panel. The design advice is a summary of the Design Review session and is provided to the proponent to assist with design development.

The design advice is also provided to the relevant authority for consideration during development assessment.

The benefits of Design Review include:

- supporting high-quality design
- improving access to independent and expert design advice early in the planning and design process
- supporting consistent and informed planning decisions
- facilitating collaboration between allied professionals that can positively contribute to professional development



Design Review in South Australia

State Design Review has operated successfully in South Australia since 2011 and is currently available to larger-scale development proposals assessed by the State Commission Assessment Panel (SCAP) and referred to the South Australian Government Architect, including:

- developments with a value of \$10 million or more within the City of Adelaide
- developments with a value of \$3 million or more in Port Adelaide Regional Centre Zone (City of Port Adelaide Enfield)
- developments of five storeys or more in the:
 - » Inner Metropolitan Adelaide Urban Corridor Zones
 - » District Centre (Norwood) Zone (City of Norwood Payneham & St Peters)
 - » District Centre (Jetty Road) Zone and Residential High Density Zone (City of Holdfast Bay)

State Design Review will continue to be available for these projects in the new planning system.

For more information about State Design Review, please visit the ODASA website (odasa.sa.gov.au).



SA State Design Review session
Image by Sam Noonan



Design discussion
Image by Sam Noonan

Local Design Review

Councils across South Australia are increasingly offering design advisory services to proponents in varying formats. The draft Scheme is designed to establish a consistent approach to delivering Local Design Review that will support council staff, private sector professionals and proponents.

Local Design Review under the Scheme will be:

- optional for councils to make available
- available to classes of development that are specified in the Planning and Design Code before they are lodged for assessment
- voluntary for proponents
- advisory

The PDI Act requires that any design advice provided by a design panel under the Local Design Review Scheme must be considered by the relevant authority during development assessment.

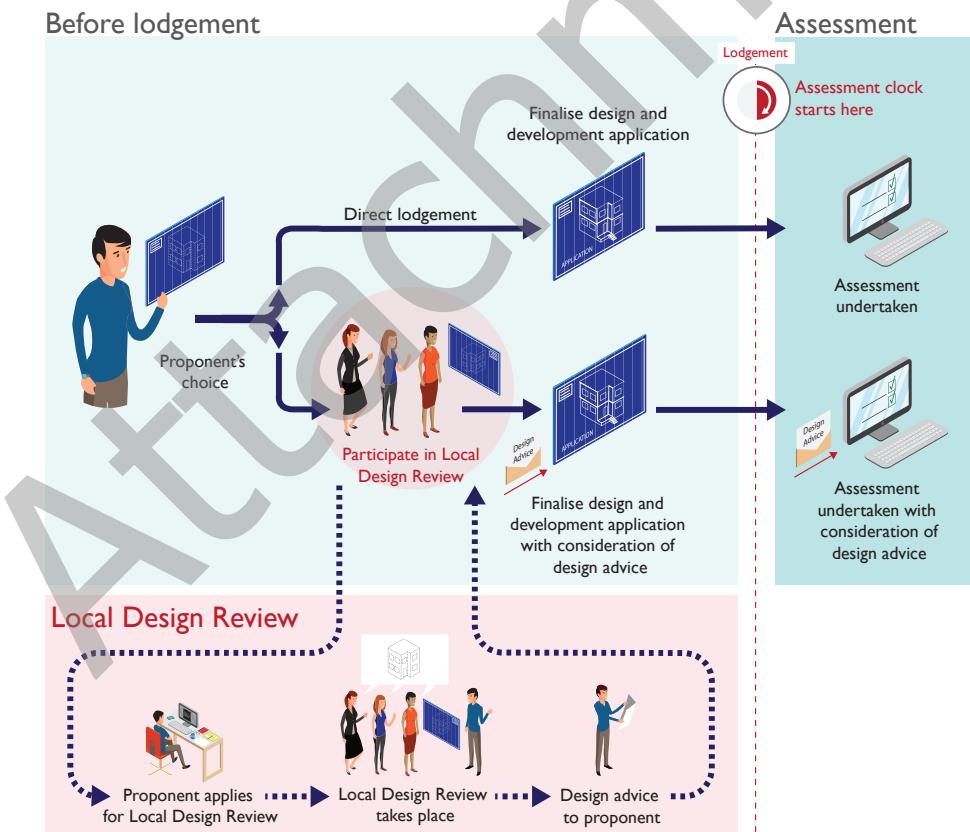
If a proponent chooses not to participate in Local Design Review, no design advice will be provided to the proponent or the relevant authority.

The diagram on the opposite page illustrates how Local Design Review will operate within the context of South Australia's planning process.



Local Design Review within the planning process

Before lodgement



Features of the Local Design Review Scheme

Availability of Local Design Review (section 2.1 of the draft Scheme)

All councils in South Australia will have a choice whether or not to make Local Design Review available in their area. If so, the council will need to work with the State Planning Commission to specify the eligible classes of development in the Planning and Design Code (the Code). The classes of development may be identified spatially (via an Overlay) and/or by certain criteria, such as building height or development that affects a heritage place.

The process for including the eligible classes of development within the Code is currently being considered by the State Planning Commission and the Department of Planning, Transport and Infrastructure (DPTI). Views on this are encouraged during consultation.

Provision of Local Design Review (section 2.2 of the draft Scheme)

The draft Scheme provides councils with flexibility for providing Local Design Review in their area:

1. a council may establish their own design panel; or
2. a group of councils may establish a joint design panel; or
3. a council may procure a design panel from an independent provider on an 'as needs' basis.

This flexibility is designed to provide councils with options when considering the availability of Local Design Review.

Registration to carry out Local Design Review (section 2.3 of the draft Scheme)

Registration under the draft Scheme would be required by those councils or independent providers who will establish their own design panel to carry out Local Design Review.

The diagram on the opposite page summarises the options for councils in relation to Local Design Review under the draft Scheme.

Options for council registration

Availability	Provision	Registration
Council decides to make Local Design Review available in their area. <i>Council will need to work with the State Planning Commission to specify the eligible classes of development and include them within the Planning and Design Code.</i>	Council decides to establish their own Local Design Review panel.	YES
	A group of councils decide to establish a joint Local Design Review panel.	
	Council decides not to establish their own Local Design Review panel. <i>Council will need to engage an independent provider if an application for Local Design Review is made.</i>	NO
Council decides not to make Local Design Review available in their area.		

Features of the Local Design Review Scheme

Panel member selection process (section 2.5 of the draft Scheme)

All independent providers and any councils who choose to establish their own or a joint Local Design Review panel will need to recruit panel members. The draft Scheme sets out the competencies in relation to the qualification and experience requirements for panel members.

Training (section 2.7 of the draft Scheme)

All panel members must complete an induction program that is in accordance with guidelines provided by the South Australian Government Architect before they can be involved in Local Design Review under the Scheme.

The induction program guidelines will be set out in guidance material once the Scheme is finalised.

Applying for Local Design Review (section 3.1 of the draft Scheme)

A proponent who wishes to participate in Local Design Review must apply to the council before lodging their development application for assessment. The PDI Act requires that a council must accept an application for Local Design Review if it is for a class of development that is specified in the Code.

Undertaking Local Design Review (Part 4 of the draft Scheme)

The specific roles and responsibilities for individuals involved in a Local Design Review session are identified in the draft Scheme.

Preparing design advice (Part 5 of the draft Scheme)

The draft Scheme sets out the process for preparing design advice and providing it to the proponent in a timely manner. It is intended that design advice is provided to the proponent within 10 business days after a Local Design Review session takes place.

A standardised template for drafting design advice will be included in guidance material once the Scheme is finalised.

Data collection and sharing (section 6.1 of the draft Scheme)

Every registered council or independent body will be required to collect data on all projects that undergo Local Design Review. It is envisaged that the South Australian Government Architect will use this data to prepare a report on Local Design Review.

Complaint management (section 6.4 of the draft Scheme)

A proponent who participates in Local Design Review may lodge a complaint in relation to a process or outcome under the Scheme. The complaint must be lodged with the council or independent provider who will have the primary opportunity to manage and resolve the matter.

Code of conduct (Part 7 of the draft Scheme)

All persons or bodies who operate under the Scheme will be subject to a statutory duty outlined in Section 15 of the PDI Act.

A council or independent body registered under the Scheme may prepare additional code of conduct requirements that must be read in conjunction with the requirements under the PDI Act.

Guidance material

The finalised Local Design Review Scheme will be accompanied by a guide that will be designed to support councils and independent providers who register to carry out Local Design Review. The guide will provide centralised and up-to-date information, advice and tools that may offer assistance with:

- design panel member recruitment
- training and induction requirements
- preparing for a successful Design Review session
- drafting design advice (including any templates)
- data collection
- any other useful information

The guide will be produced and maintained by ODASA.

Have your say

The draft Local Design Review Scheme is available for public comment until Friday 21 August 2020.

Feedback received will help to finalise the Local Design Review Scheme for South Australia.

Please ensure you provide your feedback on the draft Scheme through any of the following channels:

- **Email:** DPTI.ODASAconsultation@sa.gov.au
- **Online:** yoursay.sa.gov.au/local-design-review-scheme
- **Post:** ODASA Consultation, 28 Leigh Street, Adelaide SA 5000

If you would like to speak with someone about Local Design Review, please contact the Office for Design and Architecture South Australia (ODASA) on 8402 1884 during business hours (9am – 5pm, weekdays).

For more information about South Australia's new planning system, please visit the SA Planning Portal (saplanningportal.sa.gov.au).



Design Review for Larger Scale Development

Information Sheet 13

What is Design Review?

The purpose of Design Review is to improve the quality of design in City of Prospect by providing Council and the applicant with an independent review of the design quality of new development. This process assists in informing the planning assessment of the application.

Is my proposal eligible for Design Review?

All development of five storeys or more proposed within Council's Urban Corridor Zone is required to engage in a design review process by the Office of Design and Architecture South Australia (ODASA), which is facilitated by the State Government Architect independently of Council.

This typically occurs prior to the lodgement of a formal development application, so that the essential characteristics of good design can be incorporated at an early stage, before detailed design is undertaken.

Development that is proposed at less than five storeys in height is not subject to a mandatory referral to the ODASA, but Council undertakes a similar design review process to ensure excellence in design.

Council's Design Review process will typically be undertaken for the following types of development:

- All development within the Urban Corridor Zone 2 storeys in height or greater
- All high density housing (greater than 100 dwellings per hectare)
- All mixed use development (2 storeys in height or greater)
- Other development that will benefit from the design review process

What is Council's Design Review Process?

The evaluation of a proposed development is undertaken by either a Panel of architects or an individual architectural adviser, depending on the size and nature of the proposal.

Design quality is assessed against the following ten criteria (*Source: NSW State Environmental Planning Policy No. 65 – Design Quality of Residential Flat Development*):

1. Context

Good design responds and contributes to its context. Context can be defined as the key natural and built features of an area.

Responding to context involves identifying the desirable elements of a location's current character or, in the case of precincts undergoing a transition, the desired future character as stated in planning and design policies. New buildings will thereby contribute to the quality and identity of the area.

2. Scale

Good design provides an appropriate scale in terms of the building height relative to the width of the street and height of surrounding buildings.

Establishing an appropriate scale requires a considered response to the scale of existing development. In precincts undergoing a transition, proposed bulk and height needs to achieve the scale identified for the desired future character of the area.

3. Built Form

Good design achieves an appropriate built form for a site and the building's purpose, in terms of building alignments, proportions, building type and the manipulation of building elements.

Appropriate built form defines the public domain, contributes to the character of streetscapes and parks, including their views and vistas, and provides internal amenity and outlook.



4. Density

Good design has a density appropriate for a site and its context, in terms of dwelling yields (or number of units or residents).

Appropriate densities are sustainable and consistent with the existing density in an area or, in precincts undergoing a transition, are consistent with the stated desired future density. Sustainable densities respond to the regional context, availability of infrastructure, public transport, community facilities and environmental quality.

5. Resource, Energy and Water Efficiency

Good design makes efficient use of natural resources, energy and water throughout its full life cycle, including construction.

Sustainability is integral to the design process. Aspects include demolition of existing structures, recycling of materials, selection of appropriate and sustainable materials, adaptability and reuse of buildings, layouts and built form, passive solar design principles, efficient appliances and mechanical services, soil zones for vegetation and reuse of water.

6. Landscape

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, resulting in greater aesthetic quality and amenity for both occupants and the adjoining public domain.

Landscape design builds on the existing site's natural and cultural features in responsible and creative ways. It enhances the development's natural environmental performance by coordinating water and soil management, solar access, micro-climate, tree canopy and habitat values. It contributes to the positive image and contextual fit of development through respect for neighbours' amenity, and provide for practical establishment and long term management.

7. Amenity

Good design provides amenity through the physical, spatial and environmental quality of a development.

Optimising amenity requires appropriate room dimensions and shapes, access to sunlight, natural ventilation, visual and acoustic privacy, storage, indoor and outdoor space, efficient layouts and service areas, outlook and ease of access for all age groups and degrees of mobility.

8. Safety and Security

Good design optimises safety and security, both internal to the development and for the public domain.

This is achieved by maximising overlooking of public and communal spaces while maintaining internal privacy, avoiding dark and non-visible areas, maximising activity on streets, providing clear, safe access points providing quality public spaces that cater for desired recreational uses, providing lighting appropriate to the location and desired activities, and clear definition between public and private spaces.

9. Social dimensions

Good design responds to the social context and needs of the local community in terms of lifestyles, affordability and access to social facilities.

New developments should optimize the provision of housing to suit the social mix and needs in the neighbourhood or, in the case of precincts undergoing transition, provide for the desired future community.

10. Aesthetics

Quality aesthetics require the appropriate composition of building elements, textures, materials and colours and reflect the use, internal design and structure of the development.

Aesthetics should respond to the environment and context, particularly to desirable elements of the existing streetscape or, in precincts undergoing transition, contribute to the desired future character of the area.

For further information:

City of Prospect Development Services
128 Prospect Road | PO Box 171, Prospect SA 5082
Phone 08 8269 5355
Fax 08 8269 5834
Email admin@prospect.sa.gov.au



xx July 2020

Office for Design and Architecture South Australia
c/- DPTI.ODASAConsultation@sa.gov.au
Attention: Brad McCormack

Civic Centre
128 Prospect Road
PO Box 171
Prospect SA 5082
Telephone (08) 8269 5355
Facsimile (08) 8269 5834
admin@prospect.sa.gov.au
www.prospect.sa.gov.au

Dear Brad

LOCAL DESIGN REVIEW SCHEME CONSULTATION

Thank you for the opportunity to provide feedback on the proposed Local Design Review Scheme process.

The intent of the proposed Local Design Review Scheme outlined as part of the current public consultation process is to provide a consistent approach to design review by local government, recognising that many Councils do not provide design review advice as part of the development assessment process. The intent is highly valid and definitely supported.

A key element of the planning reform process was the introduction of the Planning and Design Code and a stated 'focus on design'. As City of Prospect has previously advised the State, the focus on design does not appear to have manifested itself as detailed design policy within the Code. This is a challenge for any design review scheme.

Council has previously provided comment on the Planning and Design Code Discussion Paper and the draft Planning and Design Code with a number of consistent comments provided to the State on design issues. A summary of those comments are outlined below:

- One of the original intentions of the planning reform process was to achieve better design outcomes in our urban areas. The draft Code does not have this strong design focus which is of concern to Council. We question how good design is going to be achieved with limited policy addressing this issue.
- The new planning system and the messages from the Planning Commission, DPTI and Minister have raised expectations of improved design outcomes. The draft Planning and Design Code has not lived up to this intent with strong planning policy that focuses on quality outcomes and design that adequately recognizes and protects existing character.
- Council previously provided comment that design examples will be an important element of the Planning and Design Code to assist designers, planners and community to design and assess future development. Use of appropriate language and examples will assist in ensuring that all stakeholders can understand and use the Code. This has not been delivered as part of the draft Code.

While the proposed Local Design Review Scheme process represents an attempt to address the need to consider design issues under the new Planning and Design Code, based on the information presented to date (for consultation) it does not fully address Council's previous comments on the need for a greater design focus within the Planning and Design Code.

As you are aware, City of Prospect currently has its own Design Review process that involves Council planners referring a development application to our independent design reviewer for comment, with those comments passed onto the applicant and also presented to CAP. In most instances the design review process operates as a 'value add' and leads to amendments to proposal plans by applicants and a better design outcome.

The proposed Local Design Review Scheme will involve the establishment of a Design Review Panel, the need to appoint a Chair of the Panel, formal meetings, preparation of both agendas and minutes and potentially multiple meetings. All of this activity will come at a cost to Council and on the face of it, the cost will be considerably higher than the current process. In addition, this process will cease when a development application is lodged, providing Council planners no design review input should plans/designs change as part of the development assessment process, which they commonly do as part of the assessment against the provisions of the Development Plan. We see this as a significant weakness of the scheme and it presents challenges in how to deal with the original/ early advice once an amended version gets to the CAP for decision.

While there is some reference to a fee for design review, this fee has not yet been set and is unlikely to cover Council's cost in establishing and administering a Local Design Review Scheme. It is also likely that Council would continue to obtain design advice as part of the development assessment process, where required, meaning that the Local Design Review Scheme process is an additional expense to Council and its residents.

The introduction of the Local Design Review Scheme is described as part of the focus on design in the new planning system, which on the face of it we would commend, however despite having a state-wide Planning and Design Code to provide consistent planning policy, the approach put forward in the draft Scheme by the places all responsibility on Local Government.

If the State Government is committed to consistency of design advice and access to design services, it is unclear as to why the existing state design review process undertaken by the Office for Design and Architecture SA is not being extended, rather than creating a whole new design review process that shifts the cost to Local Government. An expanded state design review scheme that deals with the consistent policy contained in the state-wide Planning and Design Code would provide a better service to communities without imposing an additional cost on them, via the Local Design Review Scheme process.

Yours sincerely

Nigel McBride
Chief Executive Officer

AGENDA ITEM NO.: **10.3**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Chris Birch, Manager Financial Services

SUBJECT: LGFA COVID Support Package

1. EXECUTIVE SUMMARY

In response to the COVID-19 global pandemic, the Local Government Finance Authority (LGFA) has written to all Councils offering financial support to Councils. The support package is in the form of a 0.75% discount interest rate on a Cash Advance Debenture (CAD) loan, for a period of 3 years.

At present, Council already has 3 CAD loans with a combined approval limit of \$11.0m. While the option exists to Council to access this package with a new facility of up to \$2.5m, it is recommended that Council take up the option to annex one of its existing loans to access the discounted rate.

The discounted rate will save Council up to \$56,250 across the 3 years, before reverting back to the standard variable rate for the remainder of the loan's life.

Upon accepting this offer from the LGFA, the Mayor and CEO will be required to sign approval documentation and affix the Council Seal. The recommendation includes approval for this to occur.

2. RECOMMENDATION

- (1) Council having considered Item 10.3 LGFA COVID Support Package, receive and note the report.**
 - (2) Council accept the Local Government Finance Authority (LGFA) offer to annex \$2.5m of CAD114 for a period of 3 years for a 0.75% pa discounted rate.**
 - (3) Council approve the Mayor and Chief Executive Officer to sign the LGFA Debenture Addendum and affix the Council Seal.**
-

3. DISCUSSION

In response to the COVID-19 global pandemic, the Local Government Finance Authority (LGFA) has written to all Councils offering financial support to Councils.

The support package is in the form of a 0.75% discount interest rate on new or existing Cash Advance Debenture (CAD), loan for a period of up to 3 years.

At present, Council already has 3 CAD loans with a combined approval limit of \$11.0m. While Council has held a \$0.5m CAD for many years to manage cashflow between rate instalments, predominately these loans have been established in recent year to manage the cashflow for the construction of Payinthi, and bridge the timing of these construction costs with asset sales.

While the option exists for Council to access this package with a new facility of up to \$2.5m, it is recommended that Council take up the option to annexe a portion one of its existing CAD loans to access the discounted rate. Amending the composition of the current CAD will allow Council to take up the benefits of the financial support package. The total CAD facilities will remain at \$11.0m as previously approved by Council, without increasing its Net Financial Liabilities Ratio.

Taking up the discounted rate will save Council up to \$56,250 across the 3 years. At the conclusion of the discounted period, the CAD will revert back to the standard variable rate (currently 2.2%) for the remainder of the loan's life.

CAD loans are variable in nature, and although discounted, will be subject to market interest rate adjustments. The 0.75% discount from the standard rate will remain for the whole 3 years.

In order to accept this offer from the LGFA, the Mayor and Chief Executive Officer will be required to sign approval documentation. In addition, the Council Seal will need to be affixed. The approval for this to occur has been included in the recommendation to facilitate this process.

Relevance to Core Strategies / Policy

- Local Government Act 1999 Sections 134 and 135
- Treasury Management Policy

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.2 Sound Financial Management

ATTACHMENTS

Attachment 1: LGFA’s Support Package to Councils

From: [LGFA Admin](#)
To: [Administration](#)
Cc: [David O'Loughlin; Ginny Moon](#)
Subject: LGFA Support Package
Date: Thursday, 4 June 2020 3:03:40 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[LGFA Support Package Debenture Loan Application Form D2020.pdf](#)
[LGFA CAD Conversion Form.pdf](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

City of Prospect

Attention: Nigel McBride

LGFA's Support Package to Councils

On 26 May 2020 the LGFA sent out a preliminary notice regarding a support package being provided by the LGFA.

We are pleased to advise that your discounted Convertible Cash Advance Debenture (CAD) entitlement is \$2.5M. (roundly 10% of your 2018-19 total operating income of \$24.6M)

The interest rate that will apply to the discounted facility is currently **1.45%** (being 0.75% off our standard variable rate of 2.2%)

Please find attached:

- A specific debenture loan application form for the discounted CAD facility if you want a new stand-alone facility
- Alternatively, a form that authorises us to annex portion (or all) of an existing CAD facility over to the discounted facility.

To facilitate the annexation of an existing debenture, an addendum (to the debenture) will be prepared that will require execution by the Mayor and CEO and affixation of the council seal.

The discounted facility is for a three-year term from date of establishment and is available until 31 December 2020. The first settlement date available is 15 July 2020.

Please return either of the above forms to us as soon as possible to establish a discounted facility.

Davin Lambert

CC: David O'Loughlin, Ginny Moon

Chief Executive Officer
Local Government Finance Authority of South Australia
Suite 1205, 147 Pirie St, Adelaide SA 5000
dlambert@lgfa.com.au
W (08) 8223 8543 F (08) 8223 6085 M 0418 293 981

AGENDA ITEM NO.: **10.4**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Ginny Moon, Director Corporate Services
Megan Mackie, Governance Officer

SUBJECT: Local Government Review Bill 2020 Submission

1. EXECUTIVE SUMMARY

The Local Government Review Bill 2020 ('The Bill') was introduced in the House of Assembly by the Minister for Transport, Infrastructure and Local Government on 17 June 2020. If successful, the Bill will amend the *Local Government Act 1999*.

In many ways it is clear that not all of these are of benefit to residents and ratepayers.

The LGA is seeking feedback on the Bill from the sector, so that they may advocate amendments to other Members of the House accordingly.

The Submission includes some views advocated by the LGA, such as an improved framework for managing issues of behaviour. The Submission seeks to exclude unwarranted and expensive proposals which replace local decision-making on council budgets and services.

Feedback from a meeting of the Eastern Region Alliance (ERA) Mayors and Chief Executive Officers, has also been included for Council's consideration.

Administration has prepared a submission to the LGA for its consideration under the 'City of Prospect Comments' column of the Discussion Paper.

Despite some aspects of the Bill requiring further clarifications and thorough considerations, Council is encouraged to communicate the changes it wants to see, and to consider the best outcomes for its community.

The feedback will provide the opportunity for the local government sector to work in collaboration with the State Government on meaningful reform, which will benefit the community.

2. RECOMMENDATION

- (1) **Council having considered Item 10.4 Local Government Review Bill 2020 Submission, receives and notes the report.**
- (2) **Council provide a response to the Local Government Association SA on the Local Government Review Bill 2020 discussion as provided in Attachments 17-50.**

3. DISCUSSION

The Local Government Review Bill was introduced in the House of Assembly by the Minister for Transport, Infrastructure and Local Government on 17 June 2020.

Consultations & Submissions

In early June 2020, the State Government released an Explanatory paper, discussing the changes proposed in The Bill (**Attachments 1-16**).

In response, the LGA prepared a Discussion Paper (**Attachments 17-50**), incorporating a preliminary analysis to expand the sector's understanding of what is proposed, supporting further discussion. This paper also includes an 'LGA Guidance' traffic light code, based upon previous consultations with Councils, and positions taken at the LGA General and Board Meetings.

Administration has prepared a submission to the LGA for its consideration when advocating on behalf of the local government body, under the 'City of Prospect Comments' column of the Discussion Paper.

As part of collating this submission, Administration has also received comment from the Chair of Council's Audit Committee and ERA.

Key Aspects of the Bill

Chief Executive Officer (CEO) Role in Council Member Behavior

The proposed bill prescribes that where a Council Member fails to return a Register of Interests, the CEO plays a role in imposing consequences, lifting suspensions, and exercising a degree of discretions.

Administration questions the appropriateness of the CEO exercising this kind of power, as it may place the CEO in situations of conflict, given his/her relationship to the Council as employer, and having to be performance reviewed by Elected Members.

It was suggested that the matter should be dealt with by a Panel (Governance Panel, Independent Panel), and the role of the CEO should be administrative in nature without having discretion to make such decisions.

Consequences to Council Members should therefore only be a result of not meeting the legislated deadlines.

Annual Business Plan and Minister's Broad Powers

The Bill imposes major requirements on Councils in drafting and adopting their Annual Business Plan and Budget under s125 of the new *Act*.

Under the Bill, the draft Annual Business Plan must be provided to an Authority (possibly the Essential Services Commission of SA), by December in the previous financial year. A statement must be provided about the proposed change in total revenue from general rates, the impact of such a change, and Council's consideration into alternatives.

The Authority will provide feedback on Council budget by 31 March each year. The Authority will publish any direction given by the Minister in relation to that budget. If

the Authority finds that the Council has failed to adequately respond to its advice, then a report may be made to the Minister.

Under s273 of the new Act, the Minister may then direct Council to 'rectify the matter', if they consider that there has been a breach or failure by Council, or in relation to any Council budgetary decision.

Both the LGA and ERA consider that these changes impose an additional layer of approval to the process of adopting an Annual Business Plan. A Council will be required to adopt a draft Annual Business Plan and Budget in December, 6 months prior to the commencement of the new financial year. This provides limited flexibility to respond quickly and effectively to changing economic and social circumstances. Further, the proposal gives a significant role to the 'Authority,' an unelected body with no relationship or accountability to the local community.

There is also concern that the final call by the Authority or Minister negates any budgetary outcome as a result of community consultation.

Where To From Here?

The Bill is expected to be debated in the House of Assembly in July, and the Legislative Council in September. If passed by the Parliament, it is expected that there may be several months before the commencement of the new Act.

Implications, Related Questions, and Further Information

This Bill (particularly the new requirements for the Annual Business Plan) introduces a range of new compliance requirements that will need to be funded by councils. The costs of this process are likely to be significant.

Relevance to Core Strategies / Policy

- *Local Government Act 1999*
- *Code of Conduct for Council Members*

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

- Strategy 4.4 Accountable and people-focused services

Intelligent Community Indicators

6. Advocacy: Engaging leaders and citizens, and businesses and institutions, in identifying opportunities to champion positive change.
-

ATTACHMENTS

Attachments 1-16: Explanatory Paper – Statutes Amendment (Local Government Review Bill 2020)

Attachments 17-50: Council Response and LGA Discussion Paper

EXPLANATORY PAPER

Statutes Amendment (Local Government Review) Bill 2020

June 2020

Attachment

Introduction	3
Background Material.....	3
Reform Area 1 Stronger Council Member Capacity and Better Conduct.....	4
New council member conduct management framework.....	4
Managing behavioural matters	4
Managing serious behavioural matters.....	5
Managing integrity matters	5
Suspension.....	6
Health and safety duties	6
Conflict of interest.....	7
Council employees	7
Chief Executive Officer.....	7
Employees	7
Reform Area 2 Lower Costs and Enhanced Financial Accountability.....	9
Rate monitoring system	9
Audit and Risk Committees.....	10
Public and Finance Act.....	11
Basis of rating.....	11
Reform Area 3 Efficient and Transparent Local Government Representation	12
Council representation.....	12
Supplementary elections	12
Simplified nominations.....	12
Increased disclosure by candidates	12
Reform Area 4 Simpler Regulation	14
Community engagement charter.....	14
Information and briefing sessions	14
Internal review of council decisions.....	14
Community land revocation	15
Simplification of registers.....	15
Simplification of council publications.....	15

Introduction

The Statutes Amendment (Local Government Review) Bill 2020 (the Bill) was introduced into Parliament on 17 June 2020.

This Explanatory Paper provides a general overview of the reforms to the system of local government in South Australia that are in the Bill, with references to the relevant clauses. This Paper included information on the major reforms that are contained in the Bill's four 'reform areas' that were the basis of the Local Government Reform Program that ran over 2019–2020—

1. Stronger council member capacity and better conduct
2. Cost savings and financial accountability
3. Efficient local government representation
4. Simpler regulation.

Background Material

The Bill, this explanatory paper and other background material can be found on the Office of Local Government (OLG) website at www.dpti.sa.gov.au/local_govt/local_government_reform.

Please note that a 'marked-up' version of the *Local Government Act 1999*, showing the amendments to it that the Bill proposes, is also available on the OLG website.

Disclaimer: The marked-up version of the *Local Government Act 1999* is provided for reference purposes only and should be read in conjunction with the Statutes Amendment (Local Government Review) Bill 2020.

The Bill itself can also be accessed from www.legislation.sa.gov.au.

REFORM AREA 1 | STRONGER COUNCIL MEMBER CAPACITY AND BETTER CONDUCT

New council member conduct management framework

This reform creates a new conduct management framework for council members. This new framework changes the focus of the *Local Government Act 1999* (the Act) from ‘conduct’ to more clearly delineated ‘behavioural’ and ‘integrity’ matters, to separate poor behaviour from matters that can affect the integrity of council decisions. The new framework also provides clearer pathways for the investigation and resolution of issues that arise within these areas.

As is currently the case, the conduct management framework is chiefly within two parts of the Act. Chapter 5 Part 4 (currently ‘member conduct and registers’) will become ‘member integrity and behaviour’. It will contain all matters that are the standards that apply to council members. Chapter 13 Part 1 of the Act contains the processes by which alleged breaches of these standards may be dealt with, and, if necessary, investigated and sanctions applied.

Managing behavioural matters

Councils will continue to have responsibility for managing behavioural matters in the first instance. The current Code of Conduct for Council Members—that details all behavioural standards for all councils—will be replaced with ‘behavioural standards’ that will be published by the Minister, and that all members will be required to observe.

The intent is that the Ministerial standards will be relatively high level, rather than detailing specific behavioural instructions, which councils may establish themselves in ‘behavioural support policies’. These will be policies in which councils decide themselves what actions, behaviours and standards their members should adhere to (for example, appropriate use of social media). While councils will not be required to have a ‘behavioural support policy’, the Bill proposes that councils must consider whether they will have a policy or not, and what it could contain, within six months of each periodic election. This ensures that every council, when it has settled into a new term, will have this important conversation about the standards and behaviours that they will hold themselves and their fellow members to.

Councils will also continue to have the chief responsibility for managing instances where behavioural standards are not met. The current Code of Conduct requires councils to have policies for managing breaches of the ‘Behavioural’ Part of the Code (Part 2)—this will be continued through a requirement for councils to have a ‘behavioural management policy’. This is contained within a new section to be inserted into Chapter 13 (new sections 262A-262D).

As is the case with the current Code, councils can determine what processes best suit their needs to manage behavioural matters. Unlike the current Code, however, the Bill provides significantly more detail as to what councils’ policies may contain. A new section, 262B, clarifies that councils can deal with complaints as each council considers appropriate. This can be by utilising mediation, conciliation, arbitration, by undertaking an inquiry through such methods as written submissions, or interviews, or by a more formal investigation. Councils can also conduct an inquiry itself, or appoint a person to do so on its behalf.

The Bill also includes proposed provisions to clarify that a council need not inquire into a complaint, if there is good reason not to. This could be that the complaint is trivial, frivolous or vexatious; that it is

Explanatory Paper—Statutes Amendment (Local Government Review) Bill 2020

not made in good faith; that the person making the complaint does not have a sufficient personal interest in the matter; or that the matter has already been investigated through other means.

Finally, the Bill provides a range of actions that a council can take in response to a behavioural issue. These are similar to the sanctions that are contained within the current Code of Conduct for Council members – censure motions, apologies, training and removal from an office within council.

Managing serious behavioural matters

The most significant change in the conduct management framework that the Bill proposes is the introduction of a ‘Behavioural Standards Panel’ to deal with repeated or serious misbehaviour, or where a council member has failed to comply with a council’s processes or resolved actions (clause 126 of the Bill). The introduction of the Panel is to enable more efficient resolution of difficult issues that can arise between council members, with an expanded range of sanctions, including the suspension of members for a maximum period of 3 months.

Managing integrity matters

The SA Ombudsman and the Independent Commissioner Against Corruption will continue their respective roles in the investigation of matters relating to council member integrity, maladministration, misconduct and corruption.

Clause 130 of the Bill will amend section 263B of the Act to expand Ombudsman’s recommendation powers to include the ability to recommend suspension (maximum 3 months) of a council member and to apply some recommendations directly to a council member.

More significant sanctions will remain with the South Australian Civil and Administrative Tribunal (SACAT), which will be able impose suspensions for up to 6 months or disqualification from the office of council member (see clauses 131-133).

The main provisions for the new conduct management framework in the Bill are—

- Clauses 24–38 — Amends Chapter 5 Part 4 Division 1 to set out the ‘Member integrity’ provisions. These include amendments to the general duties in section 62 and a simplification of the conflict of interest provisions (further detail below).
- Clause 39 — Inserts Chapter 5 Part 4 Division 2 which deals with ‘Member behaviour’—
 - New section 75E provides the Minister with the power to establish ‘Behavioural Standards’ that will specify the standards to be observed by council members. This will replace the Behavioural Code in the current Code of Conduct for Council Members.
 - New section 75F provides for councils to be able to adopt ‘behavioural support policies’, which are in addition to but must not be inconsistent with the Behavioural Standards.
 - New section 75G introduces health and safety duties for council members to take reasonable care not to adversely affect the health and safety of other council members or council employees (for example, bullying). Council members must also comply with any reasonable direction given by a responsible person in accordance with this section. This section is in addition to and does not limit the operation of the *Work Health and Safety Act 2012*. A failure by a council member to comply with these duties is considered ‘serious misbehaviour’ (under new section 262E) and is grounds for referral to the Behavioural Standards Panel.
- Clause 126 — Inserts Chapter 13 Part A1 — Member behaviour—

Explanatory Paper—Statutes Amendment (Local Government Review) Bill 2020

- Division 1 — Sets out that councils are to deal with member behaviour and that complaints are to be dealt with under a council's 'behavioural management policy'. New section 262B sets out what must or may be in a council's behavioural management policy and new section 262C sets out the actions that may be taken by a council in relation to a complaint.
- Division 2 — Establishes the Behavioural Standards Panel (see new sections 262E–262Y), including—
 - New section 262F — Provides that the Panel will consist of three members (with specified collective qualifications, knowledge, expertise and experience under section 262F(5)) appointed by the Governor with:
 - A member nominated jointly by the Minister and the LGA (Local Government Association of SA) to be the presiding member of the Panel; and
 - A member nominated by the Minister; and
 - A member nominated by the LGA.
 - New section 262N — The primary function of the Panel is to assess and deal with complaints referred to the Panel under Subdivision 3, which are complaints alleging 'misbehaviour', 'repeated misbehaviour' and 'serious misbehaviour' (these are defined under section 262E).
 - New section 262Q — Complaints may be referred to the Panel by resolution of the council; the principal member; at least three members of the council; and the Minister.

Suspension

The Bill also clarifies what suspension means (see clause 146, which inserts Schedule 9) and introduces new processes and the ability for the suspension of council members at the council level in certain specified circumstances—

- Clause 33 — Provides that if a council member fails to submit a return (for the Register of Interests) to the chief executive officer before the expiration of 1 month from the end of the allowed period, the member is suspended from office. This suspension provision replaces the current process where a failure triggers a casual vacancy.
- Clause 43 — Provides for the suspension of a council member who fails to comply with the prescribed mandatory requirements unless the member satisfies the chief executive officer that there were good reasons for the failure to comply.
- Clause 44 — Provides the ability for the chief executive officer to suspend a council member who has an intervention order against them, where the protected person is another council member or a council employee.

Health and safety duties

The Bill introduces new provisions into the Act (clause 39 — inserting a new section 75G) to clarify that council members must take reasonable care that their acts do not adversely affect the health and safety of other members or council employees. Members must also comply with reasonable directions that may be given to them by a responsible person to protect the health and safety of other members and employees.

Explanatory Paper—Statutes Amendment (Local Government Review) Bill 2020

The responsible person will be the principal member, the deputy principal member (or other member nominated by the council) or the chief executive officer, depending on who the reasonable direction should be given to.

These clauses have been included in response to a concern that councils lack some powers to give reasonable directions to members that may need to be made to protect the health and safety of other members and employees, given that members are not considered to be ‘workers’ under the *Work Health and Safety Act 2012*. The Bill is clear that these new powers do not limit the operation of this Act (new section 75G).

Conflict of interest

The Bill amends the sections of the Act that set the conflict of interest rules for members. The current division between more significant, or ‘material’ conflicts (for which members are required to not participate in the matter) and less significant matters (for which members make their own decision on how best to deal with the interest) is kept, however, the current 3 different categories (material, actual and perceived) have been reduced to 2 (general and material)—refer clause 38.

All exemptions have been consolidated into one section.

Presiding Member additional meeting management powers

Clause 48 of the Bill includes amendments to section 86 to provide an additional new power for the presiding member at council meeting to direct that a member—who is behaving in an improper or disorderly manner or causing an interruption or interrupting another member who is speaking—be excluded from the meeting room, for a period not exceeding 15 minutes. A matter must not be put to a vote while the member is excluded.

Council employees

Chief Executive Officer

The Bill contains a number of changes to the employment and management of council chief executive officers (CEOs). Clause 60 of the Bill inserts a new role for the Remuneration Tribunal of South Australia to determine the minimum and maximum bands for the remuneration of chief executive officers. The Tribunal will do this with regard to any factor, as determined by the Remuneration Tribunal. This could include factors such as the size, the location and the level of growth of any council.

Clauses 57, 58 and 61 of the Bill amend sections 97 and 98, and inserts new section 102A, to require councils to receive and consider independent advice when appointing, undertaking performance management, and, if necessary, terminating its CEO.

Employees

Reflecting a long standing policy to have similar conduct schemes apply to both council members and employees, the Bill amends Chapter 7 Part 4 to deal with ‘Employee integrity and behaviour’ through a similar structure as it proposed for members – separating behaviour and integrity matters. The Bill does not provide for behavioural matters to be set in regulation, as per the current Code of Conduct for Council Employees, but allows councils to adopt ‘employee behavioural standards’ (clause 77 — inserting a new section 120A).

Explanatory Paper—Statutes Amendment (Local Government Review) Bill 2020

Integrity matters that employees must comply with will be in the Act. These include a number of matters that are already in the Act (such as the duty to protect confidential information) and other matters that are currently within the Code of Conduct (such as the proper management of gifts and benefits).

The Bill also increases the maximum penalties for council employee offences to \$15 000 in line with similar offences for public sector employees under the *Public Sector (Honesty and Accountability) Act 1995*.

Attachment

REFORM AREA 2 | LOWER COSTS AND ENHANCED FINANCIAL ACCOUNTABILITY

Rate monitoring system

The Bill introduces a rate monitoring system that will require all councils to receive, consider and publish independent advice on proposed changes to their general rate revenue each year from a designated authority.

The intent of this requirement is to provide and make public, independent advice on councils' critical rating decisions and improve accountability and engagement with councils' annual business plans.

Clause 79 amends section 123 of the Act which sets out the requirements for council annual business plans. The Bill inserts a new section 123(2)(ea) requiring the inclusion of the following matters in draft and adopted annual business plans—

- (i) a statement on the change in total revenue from general rates for the financial year and, if an annual business plan sets out a growth component in relation to general rates, it may only relate to growth in the number of rateable properties (and must not relate to growth in the value of rateable properties); and
- (ii) an explanation of how the change is consistent with the council's long-term financial plan; and
- (iii) a summary of any other reasons for the change; and
- (iv) details of the impact of the change on average rates for each land use category (if relevant); and
- (v) the advice received from the designated authority under subsection (3a); and
- (vi) the council's response to the advice, which must set out whether the change in total revenue from general rates is consistent with the advice and, if not, the reasons for the inconsistency.

In preparing a draft annual business plan (and before finalising the draft plan and undertaking consultation on it), councils must provide critical information to the designated authority by 31 December. This includes the proposed change in total revenue from general rates and the reasons for this proposed change, the council's view of the impact of the proposed change on ratepayers, information as to whether consideration has been given to alternatives to the proposed change in total revenue from general rates, and information as to how the proposal is consistent with the council's long-term financial plan and infrastructure and asset management plan.

The Bill provides that the designated authority must provide advice to councils on the appropriateness of the proposed change in total revenue from general rates for the financial year compared to the previous financial year by no later than 31 March.

This advice must be included in draft and adopted annual business plans, together with the council's response to the advice. Councils are not required to comply with the advice, however, the annual business plan must include an explanation of whether the change in total revenue from general rates is consistent with the advice and, if not, the reasons for the inconsistency.

Explanatory Paper—Statutes Amendment (Local Government Review) Bill 2020

If the designated authority is of the view that a council has not responded appropriately to its advice, it may report this to the Minister. The Minister may then consider making recommendations or a direction to the council on the basis of this advice.

Audit and Risk Committees

The value of audit committees is widely recognised in the local government sector. Many councils have taken additional steps, beyond those required by the Act, to improve the independence of audit committee members, and to expand the role of audit committees.

Clause 83 of the Bill therefore amends section 126 of the Act to expand the role of audit committees to a new role as ‘audit and risk committees’, consisting of a majority of independent members. The intention of these amendments is to provide better quality, independent advice to councils on a range of critical financial and risk management matters.

The Bill provides that the purpose of an audit and risk committee is to provide independent assurance and advice to the council on accounting, financial management, internal controls, risk management and governance matters.

Clause 83(6) sets out the expanded functions of an audit and risk committee, including —

- (a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and
- (b) proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and
- (c) monitoring the responsiveness of the council to recommendations for improvement based on previous audits and risk assessments, including those raised by a council's auditor; and
- (d) proposing, and reviewing, the exercise of powers under section 130A; and
- (e) liaising with the council's auditor in accordance with any requirements prescribed by the regulations; and
- (f) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis; and
- (g) —
 - (i) if the council has an internal audit function—
 - (A) providing oversight of planning and scoping of the internal work plan; and
 - (B) reviewing and commenting on reports provided by the person primarily responsible for the internal audit function at least on a quarterly basis; or
 - (ii) if the council does not have an internal audit function, reviewing and commenting on an annual report provided by the chief executive officer in relation to the policies and processes adopted by the council to evaluate and improve the effectiveness of its internal control practices and procedures; and
- (h) reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis; and
- (i) reviewing any report obtained by the council under section 48(1); and
- (j) performing any other function determined by the council or prescribed by the regulations.

Explanatory Paper—Statutes Amendment (Local Government Review) Bill 2020

Given the expanded role of audit and risk committees, the Bill also prescribes the required skillsets, knowledge and experience for committee members (when considered as a whole), requires meetings to be held at least quarterly, and sets out reporting requirements to councils.

The Bill enables councils to establish regional audit and risk committees through the insertion of new section 126A, to ensure that this is available to councils who are of the view that a regional committee can be an effective and resource effective option.

The Bill also amends section 128 of the Act, by requiring councils to change audit firms at least every five years (rather than the current requirement to change auditors).

Public and Finance Act

The Bill includes a number of amendments to the *Public Finance and Audit Act 1987* (PFA Act) that relate to the activities that the Auditor-General can undertake in regard to councils and other local government bodies (refer Part 8).

Currently, under section 32 of the PFA Act, the Auditor-General can undertake an examination of a council's accounts and the efficiency, economy and effectiveness of its activities. The Bill also allows for the Auditor-General to undertake a review, to allow for a less detailed and therefore lower resource impact activity. The Bill also enables the Auditor-General to audit the accounts of a council, effectively becoming a council's auditor (clause 87 of the Bill amends section 129 of the Act to clarify that if this is the case, the relevant council auditor is not required to have provide an audit for that period).

The Bill does not change the way in which the Auditor-General undertakes these activities. They will continue to be as the Auditor-General deems advisable, or on the direction of the Treasurer or the Independent Commissioner Against Corruption.

Basis of rating

Clause 93 removes the ability of councils under the current section 151(3) of the Act to use the site (unimproved) valuation of land as the basis of rating, to provide for a consistent approach across the State. If passed, it is expected that some time will elapse before this change would commence, given that the 7 councils that currently use site valuation as the basis of rating will need to make significant changes to their rating structures and policies.

REFORM AREA 3 | EFFICIENT AND TRANSPARENT LOCAL GOVERNMENT REPRESENTATION

Council representation

The Bill proposes two significant changes to council representation. The first of these (contained in clause 9) will require all councils to have no more than 12 elected members. It is proposed that these change will be progressed through representation reviews, given that it may also necessitate consideration other internal council representation structures, such as wards. Councils that undertake a representation review between the commencement of the section and 1 January 2022 will have the maximum number of members before the 2022 periodic elections. All other councils will make this change prior to the 2026 elections.

The Bill also proposes that all councils have a directly elected principal member, who will be called a mayor (clause 18). As with the change to elected member numbers, this change will occur through the representation review cycle.

Supplementary elections

The Bill proposes a range of changes to supplementary elections to reduce the impact these can have on councils, particularly shortly before and after periodic elections.

Clause 139 of the Bill amends section 6 of the *Local Government (Elections) Act 1999* (the Elections Act) so that a supplementary election will no longer need be held to fill a casual vacancy if the vacancy occurs within twelve months of the next periodic election or general election. Currently, a supplementary election does not need to be held to fill a casual vacancy if the vacancy occurs on or after 1 January of a year in which a periodic election is due to be held.

Clause 139 also provides that a supplementary election will not be held to fill a maximum of two casual vacancies if it arises in a council without wards which has a total of nine or more elected members.

Clause 140 inserts a new section 6A into the Elections Act, allowing the last excluded candidate at the most recent periodic election to be elected, if a vacancy arises within twelve months of this periodic election, and the candidate still meets the relevant eligibility criteria and they formally ‘accept’ the election within one month. This provision will not apply to the vacancy of a directly-elected principal member.

Simplified nominations

Clause 146 of the Bill amends section 19A of the Elections Act so that ECSA will be responsible for the nominations process. ECSA will manage an online nomination process, and provide councils (and publish online) with a list of accepted nominations relevant to their council area within 24 hours after close of nominations (which will also be published online).

Increased disclosure by candidates

One reform that has been discussed at length is a requirement for candidates to provide more information that is of interest to voters. It is intended that these requirements will be set in regulations,

Explanatory Paper—Statutes Amendment (Local Government Review) Bill 2020

and will include an indication of whether the candidate is a resident of the council area (or ward) in which they have nominated (although this will not apply to candidates standing in City of Adelaide elections).

Candidates will also need to include the names of any political party, any body or association formed for political purposes of which the candidate is a member or has been a member within the past 12 months.

The Bill also proposes some changes to the declaration of campaign donations, to provide voters with a better opportunity to be aware of significant donations that have been received by candidates before the close of voting. The Bill inserts a new section 81A into the Elections Act to require candidates that have received 'large gifts' to provide a return with information about it within the 'prescribed period' (proposed to be 5 days). The Bill does not set the value of a large gift, but it is anticipated to be \$2,500.

Attachment

REFORM AREA 4 | SIMPLER REGULATION

Community engagement charter

Currently, section 50 of the Act requires all councils to have a community engagement policy that, at a minimum, must include publication of a notice and a period of 21 days for submissions to be made for all matters where public consultation is prescribed. The Bill proposed to replace this approach with a new ‘Community Engagement Charter’, which will support a more modern, flexible approach to engagement (clause 17).

The Charter will relate to community consultation and participation with respect to any decision, activity or process where compliance with the charter is required by the Act. It will be published by the Minister (noting that the Minister is required to consult with the LGA before any publication proceeds).

It is anticipated that the Charter will set some minimum standards for more significant council tasks, such as the annual business plan, but will be largely focused on a ‘principles based approach’ to allow councils to determine the exact activities they will undertake to best engage with their communities on their business. This will also allow for a more flexible approach to the publication of notices.

Information and briefing sessions

The Bill proposes to remove ‘informal gatherings and discussions’ from section 90 of the Act, and insert a new section 90A — ‘information sessions and briefings’ (clause 52). This responds to commonly heard concerns from councils that the current approach to ‘informal gatherings’ is overly prescriptive, and can be understood to prevent council members from discussing matters between themselves.

‘Information sessions and briefings’ are defined as any meetings held or arranged by the council or the CEO, inviting one or more council members, for the purposes of providing information or a briefing to attendees. This recognises that meetings arranged for council members to be better informed on matters of council business is a standard, and effective, tool to assist them to perform their role.

The Bill also removes the lengthy regulations that currently apply to ‘designated informal gatherings’, and the requirement for councils to have a policy that complies with these regulations. Councils will have more discretion as to whether to hold sessions in public or not.

However, the Bill retains the critical direction that these meetings should not replace decisions made at formal meetings of council, where debate and decisions take place in the open charter. To ensure this, new section 90A(3) requires information sessions and briefings that are being held to discuss matters that are, or are intended to be on a council meeting agenda, must be open to the public (unless there is a reason under section 90(3) for the matter to be discussed in confidence).

Internal review of council decisions

Internal review of council decisions (or ‘section 270 reviews’ as they are known) are an important tool for members of the public to utilise if they wish to a council to review a decision. They provide confidence in council decisions and actions, and can assist councils to determine better and more effective administrative and decision making practices. However, while councils value them, there was feedback that some members of the public can misuse this tool, creating a costly administrative burden for councils.

Explanatory Paper—Statutes Amendment (Local Government Review) Bill 2020

The Bill (clause 135) therefore provides some changes to assist councils to better manage these requests. These will allow councils to decline to undertake a review if the decision was made more than six months prior; to decline if the matter has, or has substantially been dealt with in another process (such as a conduct investigation); and to charge a small fee for a request (anticipated to be in the order of \$20).

Community land revocation

Currently, councils must apply for the approval of the Minister before they make a decision to revoke the community land status of any community land. While this degree of oversight may be appropriate for significant changes, it can be excessive for small pieces of land that often have limited future uses.

The Bill therefore proposes to establish two ‘categories’ of community land for the purposes of the revocation process. The Minister’s approval will only be necessary where the land is—

- the land is owned by the Crown or an agency or instrumentality of the Crown (or adjoins such land)
- the council knows, or should reasonably know, that State Government financial assistance was given to the council to acquire or improve the land
- the land is used as a community space, and the council proposes to sell or dispose of the land.

All other community land may have its status removed simply by a council resolution, after following the steps laid out in the legislation.

Clause 102 of the Bill contains these changes.

Simplification of registers

The intention of this reform is to compile all council members’ registers of interest into one, simple plain English form, which is then published on the council website. This removes the current requirement for councils to maintain one return with all details (for provision on request) and another, shorter return, for publication online. However, council members’ principal residential address will not be published online, for safety reasons.

Simplification of council publications

There are many provisions scattered through the Act that require councils to publish material online, to have material available at the council office for inspection, or for provision of copies on request. These provisions will be replaced with a single list of all council documents that must be published online in Schedule 5 of the Act. Councils will not be required to have any documents available for inspection, but must make copies available on request (and may charge a fee for these copies).

Attachment

FURTHER INFORMATION

For more information please contact—
Office of Local Government
Level 3, 77 Grenfell Street Adelaide SA 5000
GPO Box 1533 Adelaide SA 5001
Telephone (08) 7109 7145
Web site: www.dpti.sa.gov.au/local_govt

Council Report 28/07/2020 - Submission to LGA- Feedback for Local Government Review Bill 2020 - Attachments

The Local Government Review Bill 2020 ('the Bill') was introduced in the House of Assembly by the Minister for Transport, Infrastructure and Local Government on 17 June.

The following table sets out the substantive changes proposed in the Bill, and provides preliminary LGA comments on the proposed reforms. The LGA will consult with Member Councils before finalising a position on the Bill.

The 'LGA Guidance' colour code is based upon previous consultation with Member councils, decisions of LGA General Meetings, and positions taken by the LGA Board.

The LGA has been advocating for sensible and effective legislative change, and adopted a Local Government Reform Agenda in 2017. The Bill includes some of the reforms advocated by the LGA, particularly in relation to an improved framework for managing issues of behaviour.

Unfortunately, the Bill also includes unwarranted and expensive proposals that can replace local decision making on council budgets and services, with broad powers for a Minister to direct a council in these matters, such as setting a cap on council rates. The local government sector has a longstanding policy position to oppose rate capping in any form. Information about why rate capping is bad public policy can be found [here](#).

The Bill is expected to be debated in the House of Assembly in July 2020, and the Legislative Council in September. If passed by Parliament, the new clauses would probably not commence for several further months.

The LGA is seeking submissions from councils on the Bill by Friday, 9 August 2020. Details about consultation workshops being held for metropolitan and regional councils will be available shortly.

Green = Full support by LGA

Yellow = Partial support by LGA

Red = LGA not supportive

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
6 Principal role of council.	<p>New.</p> <p>“6(b) to make decisions about the provision of various public services and facilities that will benefit the community in the context of the capacity and willingness of ratepayers to pay for those services and facilities.”</p>	<p>The LGA is seeking clarification on what that means in practice and whether this additional principal creates grounds for council budgetary decisions to be contested.</p>	<p>Both ‘capacity’ and ‘willingness’ to pay would be new concepts in s6.</p> <p>How do councils assess the ‘capacity’ and ‘willingness’ of ratepayers to pay for the public services and facilities that a council proposes to provide, for example, as indicated in its Annual Business Plan (ABP)? Definitions of those terms are needed to clarify what is required for a Council to demonstrate that feedback on those requirements from its ratepayer community have been properly considered. Community consultation on the draft ABP already considers this to some extent. State Government could suggest where and how “willingness” is measured in their or others taxes and fees consultation. The election cycle also tests whether councils have been listening to their respective communities. (Note that State and Federal governments and utilities impose costs for facilities and services without considering ‘willingness’ to pay – the ultimate assessment of the policy approaches of an Australian government is at the ballot box).</p>	<p>Council supports LGA’s position in seeking clarification in line with ERA comments.</p>
7 Functions of a Council	<p>New.</p> <p>(ba) to determine the appropriate financial contribution to be made by ratepayers to the resources of the council.</p>	<p>A number of additions in the ‘role’ and ‘functions’ sections tie into later changes relating to rate setting and Ministerial directions. These preliminary sections related to the role and functions of council are considered to be acceptable, but the later sections on rate capping and new Ministerial ability to override council policies are strongly opposed.</p>		<p>Council supports the Amendment & LGA’s position.</p>
8 Principles to be observed by a council	<p>(ea) Seek to collaborate, form partnerships and <i>share resources</i> with other councils...</p>	<p>The additional wording introduced by this clause is in <i>italics</i>.</p> <p>A number of additions in the ‘role’ and ‘functions’ and ‘principles’ sections tie into later changes relating to rate setting processes.</p>		<p>Council supports the Amendment LGA’s position.</p>

	(h) Seek to ensure that council resources are used fairly, effectively and efficiently and <i>council services, facilities and programs are provided effectively and efficiently.</i> (ia) seek to balance the provision of services facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers.			

Attachment

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
11A Number of Elected Members	<p>The number of members of a council (including the Mayor) will be capped at 12.</p> <p>Remove current Representation Review clauses.</p> <p>New requirement to review number of wards and number of electors per ward. But no longer need to review the number of members.</p> <p>If a council conducts a review by 2022, they can implement this change for 2022 council elections.</p> <p>If not, then must implement by the 2026 elections.</p>	<p>This proposal needs to be tested with Member Councils before the LGA forms a position.</p> <p>During sector consultation in 2019, most councils preferred to retain their current arrangements.</p> <p>If councils have started a Representation Review under current Act, they can use this process for purpose of this section.</p> <p>This proposal is designed to be a simpler process and respond to feedback from councils that the current Representation Review process is overly complex.</p>		<p>City of Prospect has 9 Council Members.</p> <p>Council supports the Act in principle.</p>
12 Rep review process - deleted	<p>If a council has area councillors but not wards, they will not need to perform a representation review.</p> <p>Councils must consult with the public re the representation report. The resulting report must include public submissions.</p>	<p>If a council has wards, they may still need to conduct a representation review on the optimal number of electors in each ward.</p> <p>The Bill includes transitional provisions that will capture reviews that have already commenced or will commence before the 2022 council elections.</p>		<p><i>Feedback provided by COP in October 2019:</i></p> <p><i>Support</i></p> <p><i>Cost savings will benefit Council's, although thorough consultation must be maintained. The option remains for referral to the Electoral Commissioner at a cost to Council should the review not be undertaken within the requirements.</i></p> <p>Council supports the Amendment.</p>
44 Delegations	Amendment to include Joint Planning Boards as a possible delegate.	Councils retain the ability to make decisions about delegations and the terms and conditions of a delegation. There is no requirement to make a delegation.		Council supports the Amendment and LGA's position.

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
50 Current public consultation sections deleted	<p>New.</p> <p>Introduces one Community Engagement Charter for the whole local government sector.</p> <p>This will replace many individual sections requiring councils to report info, consult, publish in newspapers, keep hard copy at principal office, etc.</p> <p>The Charter will be decided by the Minister and Gazetted and will apply across all councils.</p> <p>Some parts will be mandatory, others will be up to council policy (See 50A).</p> <p>The Minister approves and varies the Charter, after consultation with the LGA.</p>	<p>This proposal needs to be tested with Member councils before the LGA forms a position</p> <p>The concept of a state-wide Community Engagement Charter is consistent with the LGA's previous local government reform submission.</p> <p>Consolidating consultation arrangements within one state-wide charter could lead to savings and efficiencies by reducing duplication and allowing for more targeted and effective consultation to occur.</p> <p>Local government will be consulted on the development of and any variation to the Charter, via a process facilitated by the LGA.</p> <p>To be effective, it is considered that the Charter needs to:</p> <ul style="list-style-type: none"> • Clarify the matters that councils must consult on, but not require councils to consult on minor or uncontroversial decisions; and • Ensure complaints about non-compliance with the Charter are dealt with in an efficient manner through an administrative process. 		<p><i>Feedback provided by COP in October 2019:</i></p> <p><u>Support</u></p> <p><i>Scope of Influence</i></p> <p><i>There is a need to clarify the scope of influence included within any community consultation process.</i></p> <p><i>Residents may hold the view that, having been consulted by a council, their views and perspectives will be entirely reflected within a final decision. Whereas, it may be the council's view that the community consultation will gain an understanding of broad community sentiment, being useful to only assist council discussions towards a final decision.</i></p> <p><i>Any lack of clarity for the scope of influence may have the erroneous result that residents feel as though council's efforts to conduct community consultation are merely tokenistic, that they are not being listened to, and properly included within the decision-making process.</i></p> <p><u>On-going Relationship</u></p> <p><i>It is often the case that the various departments, sections, and work teams of council are each completing community consultation processes according to their particular area of speciality. This can have the result of disconnected and inconsistent communications with our residents.</i></p> <p><i>Instead, community consultation should be seen as an on-going conversation between residents and their council, building relationships in the spirit of transparency and consistency.</i></p> <p><u>Comment</u></p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
				<p><i>Part of the aforementioned on-going relationship is a commitment to our residents to keep them informed of the overall findings and outcomes from community consultation processes. Any resident who has taken the time and shown an interest to contribute to a council project, may be seen as a project partner.</i></p> <p>Council supports the Amendment and LGA's position.</p>
50A	Each council must have its own policy on how to implement the Community Engagement Charter.	<p>A large number of sections in the Act relating to specific consultation on specific matters are deleted, as a consequence of new ss50 and ss50A.</p> <p>Councils must consult with the community regarding adoption of their Policy or if they want to vary it. This policy must be consistent with the Charter.</p> <p>A failure to comply with a Community Engagement Charter, or the council's related community engagement policy, still exposes the subsequent council decision to judicial review.</p>		<p><i>Feedback provided by COP in October 2019:</i></p> <p><i>Support</i></p> <p><i>Consideration by each council and the needs of their particular community, would need to be given to accessibility issues where digital platforms may be the primary means of community engagement, and not all members of the community have the same level of technical literacy.</i></p> <p>Council supports the Amendment.</p>
54 Casual vacancy	<p>If a Council Member resigns to take up another position (e.g. Mayor) their position as Member becomes vacant.</p> <p>Councils can go to next election without filling the casual vacancy if an election is to be held within the next 12 months (currently 7 months) or January 1.</p>	This proposal is consistent with the LGA's previous local government reform submission.		<p><i>Feedback provided by COP in October 2019:</i></p> <p><i>Support in principle. Support that the period of time in which a vacancy does not need to be filled should be expanded to 12 months.</i></p> <p><i>Agree with the cost savings to Councils.</i></p> <p>Council supports the Amendment.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
55A Elected Members running for Parliament	<p>If a Council Member runs for State Parliament, they are automatically granted a 'leave of absence'.</p> <p>The leave commences at the close of nominations – even if the Member/candidate is campaigning earlier.</p> <p>The provision applies to any council office - including council committees and subsidiaries.</p> <p>If a candidate withdraws their nomination, - they are automatically reinstated to their council position.</p> <p>Members will not receive remuneration/ allowances during the leave period.</p> <p>In subsection 5, candidates can't use council facilities in this leave period.</p>	<p>This proposal is consistent with the LGA's previous local government reform submission.</p> <p>During previous elections, there have been inconsistent approaches by candidates in relation to standing down from council roles, and payment of allowances. These proposed provisions create a level playing field for all Council Members.</p> <p>It appears that Council Members can still call themselves 'Mayor' or 'Councillor' during the leave of absence.</p> <p>The LGA will seek feedback from Member Councils on the optimal wording for this section.</p>		<p>Feedback provided by COP in October 2019:</p> <p>Support LGA's position</p> <p>Council supports the Amendment and LGA's position.</p>
58 Role of Principal Member (usually called Mayor)	<p>New sections clarifying the role of a principal Member of council. This includes:</p> <ul style="list-style-type: none"> • "Providing leadership and guidance to the council. • To lead the promotion of positive and constructive working relationships 	<p>This proposal needs to be tested with Member Councils before the LGA forms a position.</p> <p>Mayors are not given specific new powers.</p> <p>The proposed section states general principles, setting out what the Principal Member's leadership role entails.</p>	<p>Consider the parameters – nothing about the Mayor needing to work constructively with the CEO or the community. Needs to include constructive working relationships with Council Members and Council Staff, particularly the CEO, Executive staff, and for example, media and events staff.</p> <p>Consider adding the words: "The Mayor must work with the CEO to optimise implementation of Council's Strategic Plan and resolutions."</p> <p>Role could be further strengthened. The whole community elects the Mayor yet</p>	<p>Feedback provided by COP in October 2019:</p> <ol style="list-style-type: none"> 1. Support Mayors having the ability to suspend Members from Council based on their behaviour, for up to three ordinary meetings. Current provisions permit Members to vote and censure or expel someone from a meeting. Making a few examples will likely reign in the behaviour. Mayors should have the power to exclude Elected Members

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	<p>amongst Members of the Council</p> <ul style="list-style-type: none"> • To provide guidance to Council Members on the performance of their role; and <p>To support Council Members understanding on the separation of responsibilities between Elected Representatives and employees of the council.”</p>		<p>the Mayor doesn't get a vote unless it is a casting vote (as an example).</p> <p>Suggest adding “mandatory training in leadership for Mayors.”</p>	<p><i>from meetings in circumstances where the Member continues disorderly behaviour or use offensive language.</i></p> <p>2. <i>It is important to specify the Mayor is responsible to resolve with agreed mechanisms.</i></p> <p>Feedback provided by COP in October 2019:</p> <p><i>Role of Members should be expressed as a combination of rules and general principles.</i></p> <p><i>The role of Councillor's and CEO should be clear and distinct from each other. Neither should do the other's job, e.g. Councillor's – strategy/policy. CEO – implement within allocated resources.</i></p> <p>Council supports ERA's comments.</p>
59 Role of Members of Council	<p>New.</p> <p>It will be a role of Council Members to act with integrity.</p>	<p>'Integrity' is not defined and will have a common law definition.</p> <p>The existing Act and Bill contain specific sections about integrity, which are still primarily regulated by ICAC, the OPI, and Ombudsman.</p>	<p>'Integrity' – add 'honesty' to this?</p>	<p>Feedback provided by COP in October 2019:</p> <p><i>Role of Members should be expressed as a combination of rules and general principles.</i></p> <p><i>The role of Councillor's and CEO should be clear and distinct from each other. Neither should do the other's job, e.g. Councillor's – strategy/policy. CEO – implement within allocated resources.</i></p> <p>Council supports the Amendment and seeks clarification of the word 'integrity' and inclusion of the word 'honesty'.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
62 General Council Member duties	The prohibitions on disclosure of confidential council information are extended to documents that the Council Member “knows or ought reasonably to have known is ...required to be treated confidentially”.	This change will clarify Council Member confidentiality obligations and make it easier to establish that a breach has occurred.		Council supports the Amendment and LGA's position.
68 Council Member Register of Interests	(1a) If a Council Member fails to return their Register after a defined period (in most cases 12 months) the Member will be suspended. (1b) If a Member is suspended under this section, so are their member allowances. (3a) If the Member subsequently submits a return, to the satisfaction of the CEO, the CEO will publish a notice on website to this effect. (3a)(b) The suspension is revoked upon publication of this notice. (3b) If the failure to submit a return continues, the CEO may refer to SACAT	Consultation with Member Councils in 2019 showed support for clear consequences for a breach of this requirement. The proposed clause gives Council CEOs a role in imposing consequences, including exercising a degree of discretion (ie determining whether the return is satisfactory). The LGA will seek feedback from Member Councils on the optimal wording for this section.	The Act seeks to allow someone to remove Elected Members from Councils for certain reasons – this change provides the power to the CEO, and provides the CEO with the discretion to lift a suspension. It may place the CEO in all kinds of conflicts given his/her relationship to the Council as employer and, for example, having to be performance reviewed by Elected Members. Therefore it should be dealt with by a Panel (Governance Panel, Independent Panel) – matters to be referred to the Panel and they make the decision. The role of the CEO should only be administrative – not having discretion to make the decision.	Clarification sought on how the CEO can impose consequences on Elected Members when the Elected Body manage the CEO's performance reviews, and make recommendation of the CEO's contracts. Council supports ERA's position where the role of the CEO should only be administrative – not having discretion to make the decision.
70 Inspection of a Register	The Register will now no longer publish the home address of a councillor. Additional information can be suppressed for personal safety.	This proposal is consistent with the LGA's previous local government reform submission.		<i>Feedback provided by COP in October 2019:</i> <u>Support</u> <i>This is public information; a person may inspect the register upon request.</i>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
				Should 'specific residential address information' be made available to the public at all? Council supports the Amendment.
73 Register of gifts and benefits	The Minister will declare the threshold amount for the purpose of this clause. The Minister must consult the LGA prior to making this declaration.	This proposal is consistent with the LGA's previous local government reform submission.		Council supports the Amendment.
74-75C Conflicts of Interest	The three categories of Conflict of Interest are reduced to two: 'General Conflicts of Interest' and 'Material Conflicts of Interest'. A Member of a Council will not be regarded as having a conflict of interest in a matter if the interest is held in common with a 'substantial proportion' of the ratepayers, electors or residents of the council area (if that interest is equal). Onus is on the Council Member to declare/decide whether they have a conflict. Failure to declare a conflict can result in penalties.	<p>The new sections are simpler and less confusing. They should allow greater Council Member participation in decision-making, where there is no actual conflict or the conflict can be managed appropriately.</p> <p>Areas where further clarification is required include:</p> <ul style="list-style-type: none"> • circumstances where the Council has nominated an Elected Member to the board of another legal entity; • mechanisms for abstaining; and • the 'substantial proportion' test. 		<p>Feedback provided by COP in October 2019:</p> <p>Support simplifying to just material conflicts, to avoid trivialising Council Member involvements in the community. Support Members should declare conflicts but should not be prohibited from participating in debate where there is no actual conflict.</p> <p>Retaining the option for a Member to declare and decide how to handle an actual conflict is working well. This is supported by the distinction where being 'Member' of the organisation differs from the governing body.</p> <p>Support conflict of interest rules applying to all meetings (audit, committee, subsidiary).</p> <p>Council supports the Amendment and supports LGA's position in seeking further clarification on:</p> <ul style="list-style-type: none"> • circumstances where the Council has nominated an Elected Member to the board of another legal entity; • mechanisms for abstaining.

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
75E Member 'Behaviour Standards'	The Minister may publish and vary 'Member Behaviour Standards'. These Standards are not set out in the Bill. They apply State-wide. The Minister must consult the LGA first. Minister's decision will be published in the Government Gazette.	<p>There will continue to be multiple (but slightly different) sources of rules that govern Member behaviour. This includes:</p> <ul style="list-style-type: none"> • the Act; • in these proposed 'Member 'Behaviour Standards'; and • in the 'Council Behavioural Support Policies' (see s75F). <p>This could be confusing, and it will be important for the LGA to provide support and guidance.</p> <p>These standards will be reviewable by Parliament, which provides a level of oversight of the decisions made by a Minister.</p>		<p>Feedback provided by COP in October 2019:</p> <p>Support Councils being able to adopt more detailed 'examples of behaviour' with policy.</p> <p><i>It would be ideal that Councils do not need to take this approach, the legislation is clear enough.</i></p> <p><i>Consistency throughout the sector should be our first line, improving overall behaviours and community expectation.</i></p> <p>Council supports the amendment and supports LGA's position in providing training, support and guidance to Councils.</p>
75F Council Behavioural Support Policies.	Council may implement their own policies on how to support "appropriate behaviour by Members of the Council". These can't be inconsistent with the Behavioural Standards. Council must review these within 6 months of general elections. Council must consult the public on these. Council Members must comply with their CBSPs.	<p>Sector feedback indicated that dedicated meetings (usually just after elections), where councillors deliberated and then agreed on behavioural standards, led to strong improvements in meeting culture.</p> <p>The Bill will enable each Council to address these issues, and to approve their own policy.</p> <p>Members may face sanctions for a breach of a CBSP.</p> <p>The Council itself can impose limited sanctions (see s262C).</p> <p>A breach of the CBSP could constitute 'misbehaviour' (s262E), could be referred to the new Behavioural Standards Panel, and could result in more serious sanctions or penalties.</p>		<p>Feedback provided by COP in October 2019:</p> <p>Support that Councils should have a range of penalties commensurate with the circumstances of each case, should a Member be found to have breached a behavioural complaint.</p> <p><i>And that repeat offenders may thereafter be referred to an external tribunal.</i></p> <p><i>Support serious behavioural matters being referred to an independent body.</i></p> <ol style="list-style-type: none"> 1. Referral if behaviour on-going or internal process fails should be to the Ombudsman, referring to para. 1.9 Model 1 – the clarification of current legislation; 2. Bad behaviours should equal consequences. Trivial or

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
				vexatious matters should be able to be called as such, and not proceeded with. Mandating policy may support handling of such complaints. Council supports the Amendment and supports LGA's position.
75G Council Member health and safety obligations	New. Council Members are not 'workers' for the purpose of the WHS Act. But they will now have specific WH&S obligations. Council Members must not adversely affect the health and safety of other Members of Council or employees. Could include a direction that a Member of a Council not attend a meeting of the Council. Council Members must follow the reasonable directions of a responsible person (usually the CEO) in this respect.	This proposal needs to be tested with Member Councils before the LGA forms a position. The CEO will have clear powers to put in place arrangements to ensure employee safety. This could include, for example implementing administrative arrangements to limit contact between Council Members, or between a Council Member and an employee. The LGA has sought advice from Norman Waterhouse Lawyers to clarify the proposed role of CEOs in administering this provision. Where appropriate in the circumstances, provision for alternative participation in a Council or committees should be considered.	Relationship between Elected Members and staff – this section relates to Dept. of LG, LGA, and Worksafe discussions on responsibility for work health safety. EM's are not workers, but they do have obligations. This section attempts to address the issue – but does not indicate what the criteria is, and who makes the call.	Council supports LGA's position in seeking clarification of CEO's power: <ul style="list-style-type: none">• Under what criteria can CEO exercise his/her power?• Who makes the call? Can CEO suspend EMs? Clarification sought on how the CEO can impose consequences on Elected Members, when the Elected Body manage the CEO's performance reviews, and make recommendation of the CEO's contracts.
76 Member Allowances	Remaining: Member Allowances set by Remuneration Tribunal. LGA to pay Remuneration Tribunal their "reasonable costs".	The requirement of the Remuneration Tribunal to consult with the LGA and reach agreement on arrangements, has been deleted. Clarification is required regarding "reasonable costs" to ensure there are appropriate limits on the cost to Councils (via the LGA).		Council supports an equitable proportion of the costs.

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
		100% of South Australian Councils are currently Members of the LGA, and they enjoy the numerous savings and benefits that result from their membership. However, provisions need to be made that enable an equitable proportion of the costs to be recovered, from a Council that may withdraw or be expelled from the LGA in the future.		
80A Training & Development	<p>'LGA Training Standards' will still be specified in the Regs.</p> <p>Each Council must adopt their own policy for conduct and completion of training and development by their Members.</p> <p>If a Council Member has not completed the training, the CEO must suspend the Council Member unless the Council Member satisfies the CEO that good reasons exist.</p> <p>(See s262 for referral to Behavioural Standards Panel and penalties).</p>	<p>The LGA submission recommended that there be approved candidate training, and candidates must indicate whether they have completed the approved candidate training, when nominating for Council elections.</p> <p>At present, the State Government does not intend to include these in the (yet to be drafted) Regulations.</p> <p>Feedback from Members is required about the proposed role for Council CEOs in enforcing compliance with the training standards.</p>	<p>If a Council Member has not completed the training, the CEO must suspend the Council Member, unless the Council Member satisfies the CEO that good reasons exist. Again this should be dealt with by a Panel (Governance Panel, Independent Panel) – matters to be referred to the Panel and they make the decision. The role of the CEO should only be administrative – not the discretionary decision. Suggested change to wording: if a Council Member "refuses" to undertake training.</p> <p>(See s262 for referral to Behavioural Standards Panel and penalties).</p>	<p><i>Feedback provided by COP in October 2019:</i></p> <p><i>Support for LGA supporting/providing mandatory training. In addition to mandatory training, prepare a holistic training needs analysis for each Council Member, according to their specific improvement opportunities at the start of the term. Report to Council, fund, and implement.</i></p> <p><i>If mandatory training not completed in a reasonable timeframe, Member suspended from Council until satisfied.</i></p> <p><i>Support a mandatory training scheme within regulations.</i></p> <p><i>Current mandatory training works well, and It may be considered that a professional qualification is completed, such as a Cert IV in Local Government</i></p> <p><i>Council comment in May 2019, suggested that some thought should be given to returning Members having to complete the same mandatory modules. The legislation is unclear.</i></p> <p><u><i>Support Councils being responsible for information sessions about the role of a Council Member, and ECSA is responsible for election promotion</i></u></p> <p><i>Council supports the clarification of roles. The Act should be changed to clarify</i></p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
				Councils are not responsible for election promotion. It should be clear that both parties must work together. Council supports ERA's position.
80B Suspension of Council Member subject to an intervention order	Suspend a Council Member who is the subject of an intervention order. The CEO will have a discretion to suspend a Member	This proposal needs to be tested with Member Councils before the LGA forms a position. The LGA has sought advice from Norman Waterhouse Lawyers, to clarify the proposed role of CEOs in administering this provision. Feedback from Members is required about the proposed role for Council CEOs.	Again, should be dealt with by a Panel (Governance Panel, Independent Panel) – matters to be referred to the Panel and they make the decision. The role of the CEO should only be administrative – not the discretionary decision. Suggested change to wording: if a Council Member “refuses” to undertake training.	Council supports ERA's position.
90(3)(o) Meetings held in public	New exemption, allowing Councils to discuss potential award recipients in confidence.	This is a minor but welcome amendment. This will allow the names of award-winners to not enter the public domain until the award is presented.		Council supports the Amendment.
S90(8) Informal Meetings held in public	The rules relating to informal gatherings are simplified. The Bill replaces 'informal gatherings or discussions' with a simpler scheme of clearly defined 'information and briefing sessions'.	The current provisions are confusing and unintentionally broad. These new sessions will enable Councils to more easily discuss and better understand their business, but will also retain the expectation that these sessions cannot be used to obtain, or effectively obtain, decisions that should be made in a public Council meeting.		<p><i>Feedback provided by COP in October 2019:</i></p> <p><i>Support establishing new provisions concerning informal meetings, noting that the title bares no relevance.</i></p> <p><i>Council currently title regular 'Information Sessions & Workshops' similar to the proposed change. We are most interested in the detail for establishing a new category of meeting.</i></p> <p><i>Councillors have little concern about the conversations held on Council business items, as a vast majority are discussed openly, with an agenda published three days prior to the session.</i></p> <p>Council supports the Amendment.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
New S90A	<p>The concept of 'Information or briefing session' is described more carefully. If it is one of these, it needs to be open to the public and a record made.</p> <p>The CEO makes decisions regarding whether a matter will be on the agenda and if the group has 'effectively made the decision'.</p>	As per S90(8) above.		<p>Feedback provided by COP in October 2019</p> <p><u>Support LGA's position on not requiring Councils to publish details of information sessions held.</u></p> <p>City of Prospect Information Sessions & Workshop Guidelines include publishing of Agenda items to be discussed, 'notes' taken from the previous meeting, and those in attendance, including speakers.</p> <p>Where an item is to be held in confidence, this is explicitly stated on the Agenda (which is published by COB Friday prior to the Tuesday evening session).</p> <p>Response to LGA Question:</p> <p>Council has implemented this practice for some years now, and yes, it is an administrative burden. What it does provide is an open dialogue on those matters before Council, where members of the public are encouraged to attend.</p> <p>It is worth noting that City of Prospect maintains minimal Committees, limited to only those mandated by legislation.</p> <p>Council supports the Amendment.</p>
S92 Access to meetings and documents	<p>Councils must already have a Code of Practice about meetings and access to documents. The new obligation requires Councils to consult with the public before adopting, altering or substituting this Code.</p> <p>Council reporting obligations are taken out of the various sections of</p>	<p>Almost all of the reporting consultation provisions are removed from the Act, and will be replaced by a schedule.</p> <p>Similarly, the Bill also removes requirements to have documents available to the public (online or in office), e.g. sections 77, 79, 105, 252, and 259.</p>		<p>Feedback provided by COP in October 2019:</p> <p>Support</p> <p>Council supports the Amendment.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	the Act and will be replaced by a schedule, making it easier for Councils and the public to understand what needs to be reported (and how).			
97(3)(a) Terminate a CEO	Before Council can terminate a CEO's employment, they must have regard to advice from a "qualified independent person". Definition: "a legal practitioner OR someone determined by the Council to have appropriate qualifications or experience in human resource management".	The detail of this proposal needs to be tested with Member Councils before the LGA forms a position. Council must consider the advice, but is not bound by it. This provision only applies to some of the grounds for termination. There is no requirement to obtain this advice if the CEO is 'guilty of an offence', etc.	Cost implications for small Councils (particularly regional).	<i>Feedback provided by COP in October 2019:</i> <i>Yes, on termination, independent advice should be a mandatory practice to ensure proper governance and avoid costly traps.</i> <i>The requirement to seek advice before extending a CEO contract should not be mandatory.</i> Council supports LGA's position.
98 Fill CEO Vacancy	Councils no longer need to advertise in a newspaper -instead, can use a website. Selection Panel: At least one is not a Council Member or member of staff. Before the CEO appointment, Council must obtain and consider independent advice on the assessment of applications and recommendation on appointment	Councils will typically engage a suitably qualified and experienced third party to assist with CEO recruitment. The detail of this proposal needs to be tested with Member Councils before the LGA forms a position.		<i>Feedback provided by COP in October 2019:</i> <i>Independent advice is commonly sought by Councils. Establishing a Committee, facilitated by an external consultant, has worked well for City of Prospect.</i> <i>Independent advice has benefitted the City of Prospect. An option to have CEO Remuneration set by a tribunal, same as Councillor's, could be considered.</i> Council supports the Amendment and notes that Council will typically engage a suitably qualified and experienced third party to assist with CEO recruitment.
99 (ia) and (ib) Role of CEO	New subsections relating to CEO functions. A CEO must:	The section clarifies a role that most Council CEOs perform already.		Council supports the Amendment in principle. Council supports LGA's position in seeking clarification of CEO's power,

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	<ul style="list-style-type: none"> - ensure Council has effective policies systems procedures, etc. - Report annually to the relevant audit and risk committee on the Council's internal audit process. 			consistent with comments provided under S75G, S80A, and S80B.
99A Remuneration Tribunal extends to CEOs	<p>The Remuneration Tribunal will determine minimum and maximum remuneration for CEOs.</p> <p>The Remuneration Tribunal may have regard to any matter set out in the Regulations.</p> <p>ss(4) remuneration may differ based on geographical factors or other factors.</p> <p>Amounts may be indexed.</p> <p>The LGA will pay for the Remuneration Tribunals' reasonable costs.</p> <p>Councils must ensure the remuneration they pay is within the range set by the Remuneration Tribunal.</p>	<p>The proposed provisions are modelled on the Western Australia legislative scheme, and were broadly supported by Councils and the LGA in previous local government reform submissions.</p> <p>Clarification is required about how additional allowances (such as mobile phone, travel/fuel for country CEOs etc.) will be considered/determined by the Tribunal.</p> <p>The Bill allows for a determination to be made 'from time to time'. Greater certainty should be provided about the minimum/maximum frequency of determinations, particularly as the cost of this process will be borne by Councils (via the LGA).</p> <p>100% of South Australian Councils are currently Members of the LGA. However, provisions need to be made that enable an equitable proportion of the costs to be recovered, from a Council that may withdraw or be expelled from the LGA in the future.</p>		<p><i>Feedback provided by COP in October 2019:</i></p> <p><i>Supported.</i></p> <p>Council supports the Amendment.</p> <p>Council supports LGA's position in seeking clarification on how additional allowances (such as mobile phone, travel/fuel for country CEOs etc.) will be considered/determined by the Tribunal.</p>
102A CEO Performance review	<p>New.</p> <p>A CEO Performance Review must occur at least once a year <u>and</u> "if relevant" before reappointment.</p>	<p>The detail of this proposal needs to be tested with Member Councils before the LGA forms a position.</p>		<p><i>Feedback provided by COP in October 2019:</i></p> <p><i>Currently City of Prospect undertakes Annual Reviews, supported by a suitably qualified Independent. This approach</i></p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	Council must obtain independent advice by “qualified independent person” who is not a Member of Council and determined by the Council (same as the requirements for CEO termination but a legal practitioner is not listed as an option. see 97(3), above).			ensures CEO pay increases are commensurate with performance. Support Annual, independent reviews to be mandatory. Council supports the Amendment.
110 Code of conduct for employees	This is replaced by s119A	The employee register is designed to mirror the requirements for Council Members. CEOs have responsibility to manage this through Council policies and industrial arrangements.		Council supports the Amendment.
110A Duty to protect confidential information	Duty of employees to protect confidential information. Adds a new limb “employee knew or ought to have known that the information is to be treated confidentially”.	This is consistent with the clarification for Council Members’ confidentiality obligations.		Council supports the Amendment.
119A Register of Gifts and Benefits for Employees	This was previously dealt with by Code of Conduct. The limit is intended to be the same as is currently declared by Minister.	The aim is for consistency in these arrangements, for employees and Council Members.		Council supports the Amendment.
120A	Council must prepare and adopt standards.	While the Council will adopt the overall policy, the CEO otherwise remains in charge of employee matters.		Council supports the Amendment.

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
Employee Behavioural standards	<p>An employee must comply with these standards.</p> <p>These standards will set out:</p> <ul style="list-style-type: none"> - Grounds for suspending or dismissing, disciplinary action against the employee. <p>Before a Council adopts or alters these standards, they must consult with relevant industrial association re the Employee Behavioural standards and any subsequent variation.</p> <p>Within 6 months of periodic election, Council must review these standards.</p>	The LGA will consult with Member Councils and the relevant trade unions		
122 Strategic Management Plan	<p>A Council's Long-Term Financial Plan -must be for a 10yr period.</p> <p>The LTFP must:</p> <p>(New)</p> <ul style="list-style-type: none"> - outline Council's approach to funding services and infrastructure - Set out Council total revenue for the period - Outline the sources of revenue including fees, grants, rates and charges. 	<p>The LGA acknowledges the significant work that almost all Councils have undertaken in developing their LTFPs, and is comfortable with this codification of existing practice.</p> <p>Note that the Consultation Charter arrangements:</p> <ul style="list-style-type: none"> • will require Councils to consult with their communities on their LTFPs; and • are likely to require Councils to undertake further consultation before changes are made to the LTFP. 		<p>Feedback provided by COP in October 2019:</p> <p>Support</p> <p><i>Council supports a consistent approach for the production of Asset Management Plans.</i></p> <p><i>Long-term Financial Plans are prepared on the Model Financial Statements already providing a consistent format.</i></p> <p>Council supports the Amendment.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	(3a) Regulations may require the inclusion of other information.			
123 Annual Business Plan	<p>An Annual Business Plan (ABP) must include:</p> <ul style="list-style-type: none"> - New: a statement on the proposed change in total revenue from general rates for the financial year and if ABP sets out a growth component in relation to general rates it may only relate to growth in the no of rateable properties and must not relate to the growth in the value of rateable properties; - an explanation of how the proposed change is consistent with the Council's LTFP; - A summary of other reasons for the proposed change. - Details of impact of the proposed change on average rates for each land use category; - The advice received from the 'Designated Authority' (which looks like being the Essential Services Commission of SA); and - The Council's response to the advice which must 	<p>This section would impose a series of expensive and unwarranted new requirements on Councils in drafting and adopting their Annual Business Plan and Budget.</p> <p>This proposal introduces another layer of bureaucracy and gives a significant role to an unelected body that has no relationship with, or accountability to the local community.</p> <p>This process will place Councils in a continuous cycle of administrative planning and reporting, that will detract from the Councils' role in providing local services and facilities that benefit the local community.</p> <p>The timeframes outlined in this section are unrealistic and unworkable. A Council will be required to adopt a draft Annual Business Plan and Budget in December – 6 months prior to the commencement of the new financial year. This provides limited flexibility to respond quickly and effectively to changing economic and social circumstances, such as those we have experienced in 2020 during the Covid-19 public health emergency.</p> <p>In 2019, the South Australian Productivity Commission undertook an Inquiry into Local Government Costs and Efficiency. The Inquiry found that SA Councils are achieving high levels of efficiency, and did not make any recommendations that are consistent with the rate capping proposals contained within the Bill.</p>	<p>Rate capping is not referred to in this document. They are seeking to ask Councils to have budgets ready in December, to go to the equivalent of ESCOSA to give an opinion as to whether the budget is appropriate, and feedback is then provided back to the Council.</p> <p>It is not clear what the issue is that this is trying to address. Adding layers of approval without a clear reason. If Councils have to set a rate cap of their choosing, it will be put to the community for consultation, and as such, it is not clear as to why this layer is required.</p> <p>If they set the rate cap and Councils want to go above that, then Councils can go to ESCOSA, i.e. Councils should present their budget only if they plan to go above the cap. This is essentially the NSW model.</p> <p>If for example, a community wants more services and is willing to pay more, do Councils then have to go through the ESCOSA process again?</p> <p>Councils relying on receiving their final figures from the Valuer General in May before signing off on their budgets will have further issues with this timing.</p>	<p>Feedback provided by COP in October 2019:</p> <p><u>Do not support</u></p> <p><i>The majority of Council's district being residential, Council provides this information in its Draft Annual Business Plan on the 'Average Residential Rate Increase'.</i></p> <p><i>Ratepayers are interested in how the increase affects them and providing it across all Ratepayers will distort the result for our district.</i></p> <p><i>Preparing the already published information in a 'Summary' will require additional design, preparation, printing, and distribution costs to be burdened on Council.</i></p> <p><u>Do not Support</u></p> <p><i>Council's budget preparation is a rigorous process with a number of existing checks and balances.</i></p> <p><i>There will not be a 'prescribed limit' that will suit all Councils, and as such some will be required to report greater variances than others.</i></p> <p><i>Audit Committee already reviews and provides feedback on the financial sustainability of Council's proposed Annual Business Plan.</i></p> <p>Council does not support the Amendment in line with Council's previous feedback, and LGA and ERA's comments.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	<p>set out whether the proposed change in total revenue from general rates is consistent with the advice and if not the reasons for the inconsistency.</p> <p>(3a) The draft ABP must be provided to the Designated Authority by 31 Dec in the FY preceding and must include:</p> <ul style="list-style-type: none"> - The proposed change in total revenue from general rates. - The Council's view of the impact of the change. - Information about consideration given by Council to alternatives to the proposed change including total revenue resulting from such alternative measures. <p>(d) information as to how the proposal is consistent with the Council's LTFP.</p> <ul style="list-style-type: none"> - Any other matter set out in the in Regs. <p>The Designated Authority must provide its advice back to the Council by 31 March of each year.</p> <p>The Designated Authority must have regard to:</p>	<p>The Commission did, however, find that regulatory compliance costs and the expansion of mandated responsibilities under state legislation, have created additional cost pressures for Councils.</p> <p>This Bill introduces a range of new compliance requirements that will need to be funded by Councils. The costs of this process are likely to be significant. A 'Designated Authority' (likely to be ESCOSA) will need to undertake an individual assessment of every Councils plans and budget, every year.</p> <p>As a reference, the Essential Services Commission in Victoria spent \$2 million in 2018/19 administering its local government regulatory role.</p> <p>Every extra dollar that is needed to fund new reporting requirements, is an extra dollar that needs to be paid by ratepayers, or one less dollar that is invested in local services and facilities.</p> <p>This proposal is inconsistent with the LGA's longstanding policy position to oppose rate capping in any form.</p>		

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	<ul style="list-style-type: none"> - Information provided by, AND any matter directed by the Minister; and - Any other matter considered relevant by the Designated Authority. <p>The Designated Authority must publish a copy of any direction given by the Minister as soon as practicable.</p> <p>If the Designated Authority considers a Council has failed to respond to its advice - it May provide a report to the Minister.</p>			
Ch 13 s273 Reviews Initiated by Minister	<p>Minister may ask the Council to report.</p> <p>If the Council has "failed to adequately respond" to the Minister / Designated Authority advice, then....</p> <p>The Minister can give directions to the Council to "rectify the matter" or to prevent recurrence of the "act, failure or irregularity".</p> <p>This is not limited to situations where there has been a breach or failure by a Council. It could relate to any Council budgetary decision – e.g. where the Minister and Council</p>	<p>Councils already publicly consult and report on Annual Business Plans and Budgets, which outline proposed rate increases.</p> <p>Councils also have Audit Committees, and are subject to an annual external audit. The Auditor General also has broad powers to review a Council's financial decision making.</p> <p>Ultimately, Councils are accountable to the community and are held to account via democratic elections that are held every 4 years.</p> <p>This proposal centralises more power with an individual Minister, who will be given extremely broad scope to direct a Council in relation to its budget, and the delivery of local services and projects.</p> <p>This proposal is inconsistent with the LGA's longstanding policy position to oppose rate capping in any form.</p>		<p><i>Council does not support the Amendment in line with LGA's comments as described under S123 above.</i></p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	merely have different financial priorities.			
125 Internal Control policies	New Regulation making powers. Councils must ensure their policies, practices and procedures comply with these Regulations.	<p>This is a potentially significant power, and has the potential for the State government to significantly encroach on the decision-making of local representatives.</p> <p>The scope of the section extends to any policy, or procedure, etc.</p> <p>The section could be used to effectively take away almost all Council discretion, and undermines the role of local government as an independent, democratic sphere of government.</p>		<p><i>Council does not support the Amendment.</i></p> <p><i>Council supports LGA's position.</i></p>
126 Audit and Risk Committee	<p>A majority of Members of Council Audit and Risk Committees must not be Members of the Council and may not be an employee of the Council.</p> <p>The role of these committees is expanded to include 'risk'.</p> <p>'Functions' of Audit and Risk Committees expanded:</p> <p>New functions include:</p> <ul style="list-style-type: none"> - Monitoring expenses of Council. - to make recommendations for improvements based on previous audit/risk assessments. - Review powers when CEO assists audit committee. - Liaise with Council auditor in accordance with the Regulations. 	<p>The LGA's previous local government reform submission, provided broad support for an expanded role for Council Audit Committees. Will seek advice on these details from the sector.</p> <p>The detail of this proposal needs to be tested with Member Councils before the LGA forms a position.</p>		<p><i>Feedback provided by COP in October 2019</i></p> <p><i>Support audit committee being made up of a majority of independent Members.</i></p> <p><i>Council currently employs a majority of independent Committee Members, including an independent Chair.</i></p> <p><u><i>Does not support a requirement for audit committees to report on the Council's approach to internal audit processes</i></u></p> <p><i>Council engages an independent Internal Auditor that reports to the Audit Committee. This delivers an ongoing improvement program, where Audit Committee has general oversight.</i></p> <p><i>The external audit provides a statement of Internal Controls compliance, where any issues are reported to Council accordingly. This is an assurance measure that works well for City of Prospect.</i></p> <p><u><i>Support for Audit Committee Members to have specified skills</i></u></p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	<p>(g) if a Council has an internal audit function -to review/comment on an annual report by CEO in internal report re the scope of internal audit work; and</p> <ul style="list-style-type: none"> - The objectivity and standard demonstrated in the carrying out of the function. <p>If a Council does not have internal audit function, the CEO must report on policies of Council etc.</p> <p>There must be one meeting of the Audit and risk Committee each quarter.</p> <p>Audit and risk Committee must provide a report to Council every 3 months.</p>			<p>Council has traditionally had a skills basis for recruitment of Independent Members, which is made easier based on our Metropolitan location.</p> <p>Agree this would be useful, and acknowledge that this may place strain on regional councils.</p> <p><u>Support for regional Council Audit Committees</u></p> <p>Regional Councils have supported each other in the past, providing the services of officers as 'ex officio' Committee Members. This is particularly useful when skill sets differ within administrations, and can be shared for greater benefit.</p> <p><u>Does not Support expanded role for audit committees</u></p> <p>Council's audit committee currently provides some risk management oversight, mostly on large or unusual programs or projects. This involves risk assessments and controls, and prudential matters.</p> <p>Any additions, such as reporting on use of public resources and performance monitoring, would have a significant impact on the committee's capacity to concentrate on their current obligations.</p> <p>Having an internal audit function and regular reporting to the audit committee, ensures that the Committee regularly reviews Council's risk assessments and controls.</p> <p>Yes, expanding the focus of audit committees would dilute focus on financial management and integrity.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
				<p>Consistent with the earlier submission, Council does not support the expanded role of Audit Committee.</p> <p>Audit committees for LG in south Australia do not have the same role that audit committees of other entities have, and are quite limited. Audit committees in the commercial sector have a greater role.</p> <p>For Councils in SA that have large budgets, and deal with large public funds, an expanded audit committee role would be appropriate.</p> <p>For smaller Councils like City of Prospect, the <i>external audit</i> only touches on the internal controls, in relation to how well they can be relied upon to provide the financial figures in the financial statements.</p> <p>The <i>internal audit</i> however, is different. It looks more closely at the systematic processes, culture, etc. from a risk perspective, to deliver an assurance that not only are the financial reports correct, but also that the controls are robust enough to diminish the risk of loss, fraud, or not achieving Council's goals.</p> <p>If the role is expanded, the focus of audit committees on financial management and integrity may be diluted.</p> <p>Council supports the audit committee reporting to Council on the approach being used for internal audit. Reporting to Council on use of public resources and performance monitoring is appropriate.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
126A	Regional audits permitted, where 2 or more Councils share audit resources. This is optional.	This option may be useful for regional Councils who struggle to recruit qualified independent auditors.		<p>Feedback provided by COP in October 2019</p> <p>The difficulties experienced regionally must be noted, and may give rise to a regional approach, or increasing the opportunity to hold video link meetings.</p> <p>Council support the Amendment.</p>
128 Auditor	<p>Councils must use a different audit firm at least every 5 years.</p> <p>Then a Council must wait five years before re-engaging that same auditor.</p>	Unlike the Corporations Act, Councils can't just change the particular auditor within the same firm.		Council supports the Amendment.
129 Conduct of Audit	<p>If the SA Auditor-General exercises (existing) powers to perform the Council audit, then a normal audit is not required.</p> <p>If the Auditor -General conducts the audit, the Council must pay for the reasonable costs incurred.</p>	<p>Note that the Auditor-General also has new powers to conduct a 'review', which is not a full audit but might be, for example, an investigation into a particular aspect of a Council's affairs.</p> <p>The broad powers that are already available to the Auditor General to review or audit a Council's financial management, are further justification that the additional, expensive rates oversight processes outlined in the Bill, are unnecessary and unwarranted.</p>		<p>Feedback provided by COP in October 2019</p> <p>Council officers are currently the liaison person with Council's External Auditor.</p> <p>Audit Committee currently oversees appointment of external and internal auditors, and is heavily involved in determining the audit scope.</p> <p>Auditors may meet with the Audit Committee without the presence of Council officers, under the confidential section of the Audit Committee Agenda (Item 8).</p> <p>Given the above, it is not necessary to appoint the Audit Committee as the chief liaison point with the auditor.</p> <p>Implications/considerations could include:</p> <ul style="list-style-type: none"> •Timing of response/actions due to duration between Meetings (quarterly). •Availability of Audit Committee Members

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
				<p><u>Does not support requiring the Auditor General to have oversight over all Council audits</u></p> <p>This has been previously considered and not preferred by the sector.</p> <p>Undertaking of External Audits, is a check and balance to ensure that financial statements accurately reflect the position of an organisation.</p> <p>It is Council's belief that the Auditor General will have more value in maintaining its independence from this process, and use the current discretion of powers, to perform spot checks and undertake audits where deemed necessary.</p> <p>Council supports the Amendment in principle that the Auditor-General has new powers to conduct a 'review', which is not a full audit but might be, for example, an investigation into a particular aspect of a Council's affairs.</p>
151 Basis of rating	Delete Council power to use 'site value' as a means of rating. All Councils will use 'capital value' method.	The OLG advise that currently only 8 Councils use site value. This will mean state-wide consistency for ratepayers, but the detail of this proposal needs to be tested with Member Councils before the LGA forms a position.		Council supports the Amendment in mandating a state-wide consistency for ratepayers.
170 Notice of declaration of rates	Requirements to give the public notice of the declaration of rates.	The specific requirements to give the public notice of the declaration of rates, will be set out in the Community Engagement Charter.		Council supports the Amendment.
194	Simplification of current unwieldy process to revoke community lands.	On an initial review of this proposed clause, the LGA is not convinced that the drafting achieves the policy intention.		<i>Feedback provided by COP in October 2019</i>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
Revocation of community land	Cases where the Minister will be required to make the decision is clarified. More situations where Councils can make the decision to revoke uncontroversial community land (e.g. unmade roads). Does not apply to Adelaide Parklands.	With assistance from Norman Waterhouse Lawyers, we hope to clarify this and ensure the Minister is not required to approve minor or uncontroversial applications.		<i>Supported the simplification of revocation of community land. Yes, a simple approach to minor changes would relieve administrative burden.</i> <i>Support: Councils should be able to make minor changes to the management of prescribed land, without embarking on a complicated approval process.</i> Council supports LGA's position.
222 (1a) – permits for mobile food vending business	Removal of automatic granting of permits to mobile food vendors (food trucks).	Mobile food vending businesses will now be treated like any other business seeking a council permit. This is consistent with ongoing submissions from the sector and LGA advocacy.		<i>Feedback provided by COP in October 2019</i> <i>Support: The approved LGA position opposes a uniform approach across the State and supports greater Council discretion/flexibility in regional areas.</i> <i>More flexibility for the State's regional areas is encouraged.</i> Council supports the Amendment.
262A Council Member Behaviour	First step requires the Council deal with issue in accordance with their (new) behaviour management policy and behaviour support policy.	Council has initial obligation to deal with Council Member behavioural issues, according to their own 'Code'. This is consistent with previous LGA local government reform submissions.	As soon as the policy is breached, Independent Panel to be made aware – see comments in S262E.	Council supports the Amendment and ERA's position.
262C Member Behaviour - Action	Council has powers to insert consequences/penalties into their policy for breaches of their Council policy. Councils may: (a) censure (b) Require a public apology.	Most of these changes are welcome. Legal advice, mediation, and other options can be used, if a Council elects. Based on the consultation with the sector in 2019, there may be some concern if a majority of Council Members have a power to suspend a Council Member, even after a formal process had been completed.	All of the topics throughout this document around behaviours, will generate a view from individual Councils. How will they be put into practice? Concerns this could become a bullying tactic by politicised majority alliances within Councils.	<i>Feedback provided by COP in October 2019</i> <i>Support</i> <i>Guidance needs to be provided to determine a trivial or vexatious complaint.</i> <i>Further, what are the factors for 'justifiable' and a useful spend of Council</i>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	<p>(c) Require the councillor to undertake a specified course of training or instruction.</p> <p>(d) remove or suspend the Member from 1 or more offices held by the Member</p> <p>In dealing with these, Council must proceed with as little as possible formality and technicality</p> <p>The clause has been designed in an attempt to enable Councils to operate without requiring lawyers.</p> <p>Councils are not bound by the rules of evidence but must provide procedural fairness</p> <p>Council can refuse to deal with a matter because it is frivolous, vexations, trivial. Council can also decide to take a matter no further.</p>	<p>The LGA will seek feedback from Member Councils on the detail of this proposal.</p>		<p>resources, i.e. will it lead to a productive outcome?</p> <p>Council supports the Amendment in principle, with a consistent framework across the board.</p>
262D - Member Behaviour - Reasons	If a Council refuses to deal with a complaint or determines to take no further action, then the Council must provide written reasons.	This is a new administrative step that, ideally, will be part of an overall scheme that is faster and less expensive than currently operating.		Council supports the Amendment.
262E Behaviour Panel	Misbehaviour means: - A failure by a Member of Council to comply with a	Classifying these levels of poor behaviour, will enable the new Behaviour Panel to issue guidelines on likely penalties.	It is preferred that a Panel looks at the complaint and interviews those involved (this needs to occur early on when the issue starts, when the policy is breached, and only if it can't be dealt with by the	Council supports the Amendment in principle, requesting clear processes on how the Panel deals with a complaint, as suggested by ERA.

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
	<p>requirement under 262C(1) (i.e. the Council determination about the complaint).</p> <ul style="list-style-type: none"> - Failure to comply with a Council behaviour management policy. <p>A failure to comply with an agreement reached following mediation, conciliation, arbitration, dispute resolution process (i.e. a Councillor has agreed and reneged).</p> <p>Repeated misbehaviour.</p> <p>Misbehaviour, repeated behaviour, and serious misbehaviour are defined.</p> <p>'Serious misbehaviour' means bullying or harassment of another Member or employee of Council.</p>	The proposal will give the Panel power to define bullying and harassment, for the purposes of the Local Government Act.	CEO and Mayor "in-house" first) – before a recommendation is then presented to the Council.	
S262F Panel	<p>Local Government Behaviour Panel will have 3 members:</p> <ol style="list-style-type: none"> 1. Jointly appointed by Minister and LGA 2. Appointed by Minister 3. Appointed by LGA 	This proposal is consistent the LGA's previous local government reform submissions.		Council supports the Amendment.
262J	Remuneration and expenses of the Panel will be determined by Governor.	Early estimates (based on Local Government Grants Commission Model) indicate costs will be \$300k-\$350K for all three Panel Members (and including an		Council supports LGA's position where the LGA pays these fixed costs, with Councils paying on a fee for service basis when their matters come before the Panel.

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
		<p>Executive Officer and one administrative person).</p> <p>It is proposed that the LGA pay these fixed costs, with Councils paying on a fee for service basis when their matters come before the Panel.</p> <p>The LGA seeks feedback on whether the sector is prepared to fund the proposed model.</p>		<p>It is important that this panel has 'teeth' and 'authority' to ensure compliance.</p>
S262N	<p>The Panel must:</p> <ul style="list-style-type: none"> - Publish guidelines - Publish model behavioural management policies - Practice directions <p>Panel can perform other functions assigned.</p>	<p>The LGA will seek further details on the funding model. At present, the LGA would pay extra, if the Minister assigned the Panel additional functions. This appears to present an open-ended financial commitment.</p> <p>There is a danger that the State Government could use LGA to take on extra regulatory roles (cost shifting). Extra LGA and sector funding needs to be <i>by agreement</i>.</p>		Council supports LGA's positon.
S262Q Referral	<p>Matters can be referred to the Panel by</p> <ul style="list-style-type: none"> - Resolution of Council - CEO of Council - at least 3 members of Council - the Minister - Any person dissatisfied with Council decision 	<p>Council policies should have processes to deal with complaints from the public, council staff, and Council Members. However, appeals do not need to be treated consistently.</p> <p>This clause needs to distinguish members of the public complaining about Council Member behaviour (already dealt with by s273 with appeals to Ombudsman), and complaints from staff and Council Members. The public already have the ability to complain about Council Member behaviour. There is no need (and have been no calls) for an additional grievance process for members of the public.</p> <p>Council staff and Members should have access to the Panel where internal council processes have not been</p>	Significant cost to Council?	Council supports LGA's positon.

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
		successful. This is the specific problem that the Panel is established to solve.		
S262S	Panel may arrange for investigations, compel reports from Council, etc.	Council will often conduct an initial investigation. While the Panel should be a fast and low-cost forum, it may need to (but should not be required to) conduct its own investigation.		Council supports the Amendment.
262W Powers of the Behaviour Panel.	<p>The Panel may:</p> <ul style="list-style-type: none"> - Reprimand - Direct a Council to censure - Require a public apology - Require a Councillor to undertake a course of training or development - Require a Councillor to reimburse an amount of money - Remove or suspend an office in capacity as member of another body - Suspend for up to 3 months - Direct Council to lodge complaint with SACAT (SACAT can suspend for longer or remove a person from Council) <p>If a Councillor fails to comply with an order, this is defined as an integrity issue and goes to SACAT (not OPI), and the Panel must make a report to the Minister.</p>	<p>The LGA queries why the Panel refers censures back to Councils, and doesn't have the power to censure, itself.</p>		<p>Feedback provided by COP in October 2019:</p> <p><i>Support separation of behavioural matters from integrity matters, with the latter going direct to OPI.</i></p> <p>Council supports the Amendment.</p>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
S262Y	If corruption or integrity issue - it goes to Office of Public Integrity. Council or Panel can refer a matter to OPI.	Clarification is required regarding where appeals from Panel go, where there is not corruption.		Council supports the Amendment.
S273 Action a Minister can take on Report	A Minister may, on the basis of information received from: <ul style="list-style-type: none">• ICAC;• Ombudsman;• A Designated Authority under s123;• A report of the Small Business Commissioner;• A report of the behavioural standards panel; or• A report of a Council administrator ask Council why s/he shouldn't direct the Council. If not satisfied, the Minister can direct the Council	This is the clause that gives the Minister broad powers to direct a Council on matters arising out of these bodies.	Very wide remit – most are as expected. Confusion over the relevance and weight of a 'report of the Small Business Commissioner'. This is too broad and needs to be more specific – specific powers.	Council does not support this Amendment. It gives the Minister broad powers to direct a Council on matters arising out of these bodies. Specific framework and clarification of authority are required for each of these bodies.
<i>Missed opportunity</i>			Standardised reporting for rates – understanding of what is included in the reporting of rates. Need a mechanism providing standardised reporting for rates. Figures provided to the community need to be the average rate increase with or without Gross. Figures presented to the community are not consistent across Councils. The sector needs to be accountable as a whole, and presenting in uniform. There are references in the	<i>Council supports ERA's comments.</i>

Section of Act Amended	Explanation	LGA Comments	Eastern Region Alliance ERA Comments	City of Prospect Comments
			document to this, but benchmarking more generally is not included. We cannot currently compare performance between Councils.	

Attachment

AGENDA ITEM NO.: **10.5**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director of Corporate Services

REPORT AUTHOR: Megan Mackie, Governance Officer

SUBJECT: Local Government Finance Authority Annual General Meeting 2020

1. EXECUTIVE SUMMARY

The Annual General Meeting (AGM) of the Local Government Finance Authority of South Australia (LGFA) will be held on Thursday 29 October 2020.

This report provides opportunity for Council to consider the following matters in preparation of that meeting: appointment of Council representative, nominations for Members of the Board, and Notice of Motions.

It is recommended that Mayor David O'Loughlin be appointed as Council's voting delegate.

Under section 7(1)(a) of the Local Government Finance Authority of South Australia Act 1983, two members are elected to the board for a period of two years. The LGFA is therefore calling for nominees from South Australian Councils.

Council Members are also encouraged to discuss and move any proposed motions for the upcoming meeting under this item.

2. RECOMMENDATION

- (1) Council having considered Item 10.5 Local Government Finance Authority Annual General Meeting 2020, receive and note the report.**
- (2) Council appoints Mayor David O'Loughlin as Council's voting delegate at the Local Government Finance Authority Annual General Meeting on Thursday 29 October 2020.**

3. DISCUSSION

The LGFA will hold their AGM on 29 October 2020, with the location of this meeting to be circulated closer to the date. Advance Notice of the Meeting is provided at [Attachments 1-6](#).

Voting Delegate

As the principle funding agency for the Council, It is imperative that a representative of Council has the opportunity to deliberate on the overall yearly result of the LGFA.

Council is therefore required to appoint a representative to attend and vote at the LGFA AGM.

As the Local Government Association's AGM will be held on the same day, the LGFA recommends that the same voting delegate be appointed for both meetings. Being the voting delegate for the Local Government Association, it is appropriate that Mayor David O'Loughlin also be the voting delegate for the LGFA meeting.

Nominees for Members of the Board

In accordance with the Local Government finance Authority of South Australia Act 1983, two members must be elected to the Board. Each member will hold office for a period of two years.

The members that currently hold these positions were elected in 2018, with the period of their term to end on 1 January 2020.

At the time of writing this report, no expressions of interest had been received from Council Members.

Notices of Motion

The Rules of the LGFA in relation to AGM procedures, require that a Notice of Motion specifying the resolution to be proposed, be given in writing to the Chief Executive Officer not less than 42 days prior to the meeting. Also, to comply with this Rule, it is necessary for Notices of Motion to be submitted to the LGFA of SA office on or prior to Friday 21 August 2020.

Councils are requested to lodge the Notice of Motion in the following manner:

- (a) Notice of Motion
- (b) Reason
- (c) Suggested Action.

Council is to deliberate if a Notice of Motion should be sent to the LGFA for inclusion on the AGM Agenda.

Implications, Related Questions and Further Information

Once the agenda for the upcoming AGM is released, a report will be provided to Council concerning voting preferences.

Relevance to Core Strategies / Policy

- Local Government Finance Authority of South Australia Act 1983

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.2 Sound Financial Management

Intelligent Community Indicators

- Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.
-

ATTACHMENTS

Attachments 1-6: Local Government Finance Authority Annual General Meeting Advance Notice

TO: Chief Executive Officers

RE: Annual General Meeting – Thursday 29th October 2020

Advance notice is hereby given that the Annual General Meeting of the Local Government Finance Authority of South Australia will be held on Thursday 29 October 2020. Due to the COVID-19 restrictions, the format of this years meeting will be advised closer to the date.

1. Appointment of Council Representative

Section 15(1) of the Local Government Finance Authority of South Australia Act 1983, provides that:-

" Every council is entitled to appoint a person to represent it at a general meeting of the Authority."

As the meetings of the Local Government Association of South Australia will also be held on the above day, it is suggested that the same person be appointed to represent your council on the Association and the Authority.

A form is attached for your convenience to notify us of your representative. (Appendix 1) Please return same to this Authority **no later than Friday 21 August 2020**.

2. Nominations for Members of the Board

We draw your attention to Section 7(1)(a) of the Local Government Finance Authority of South Australia Act 1983 regarding membership of the board which provides:-

" (a) two are persons elected in accordance with the rules of the Authority;"

and to Section 8(1) which provides:-

" 8. (1) Subject to this section, a representative member of the board holds office for a term of two years commencing on the first day of January in the year next succeeding the year in which he or she was elected or appointed."

Kindly note that in accordance with the Rules of the Authority if more than two persons are nominated an election for two representative members will again be determined by postal ballot. The successful candidates will be declared elected at the Annual General Meeting.

Nominations are hereby called to fill the two positions provided by Section 7(1)(a) currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (The Rural City of Murray Bridge).

Nominations must be lodged at the Local Government Finance Authority of South Australia office not later than 21 August 2020.

For information we advise that Section 7 (2) of the LGFA Act states:-

"At least one member of the board must be a woman and at least one member must be a man"

Our current gender status is 4 men and 2 women, 1 vacancy.

Councils may wish to consider nominating a candidate of each gender.

A nomination form is attached for your convenience. (Appendix 2)

Those councils nominating a Member or Officer may wish to forward separately a brief résumé of their nominee which will later be circulated to all councils with the agenda and ballot paper (if a ballot is required).

A résumé form in the REQUIRED FORMAT is attached for this purpose. (Appendix 3)

3. Notice of Motion

The Rules of the Authority in relation to Annual General Meeting procedures require that a Notice of Motion specifying the resolution which is to be proposed has been given in writing to the Chief Executive Officer not less than forty two days prior to the meeting and to comply with this Rule, it is necessary for Notices of Motion to be submitted to the Local Government Finance Authority of South Australia office on or prior to Friday 21 August 2020.

Member councils are requested to lodge the Notice of Motion in the following manner:-

- (a) Notice of Motion
- (b) Reason
- (c) Suggested Action

A copy of the appropriate form is attached for your convenience. (Appendix 4)



DAVIN LAMBERT
Chief Executive Officer
Local Government Finance Authority of SA

7 July 2020

**APPOINTMENT OF COUNCIL REPRESENTATIVE****LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA
2020 ANNUAL GENERAL MEETING**

I advise that Mayor / Chairperson / Councillor / Officer / or any other person is appointed council representative to the Local Government Finance Authority of South Australia.

Council Name	
Council Delegate (Full Name)	Mayor / Chairperson / Councillor / Officer
Delegate Home Address	
Delegate Email Address	
Name of Chief Executive Officer	
Signature of Chief Executive Officer	

Please return completed Appointment of Council Representative Form to admin@lgfa.com.au by CLOSING DATE: Friday 21 August 2020

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

NOMINATION FORM

PURSUANT to a Resolution duly passed

The
(Name of Council)

hereby nominate
(Full Name)

of

being a Member or Officer of a Council for election to the board of the Local Government Finance Authority of South Australia as provided by Section 7(1)(a) of the Local Government Finance Authority Act 1983.

Date this day of 2020

.....
(Signature of Chief Executive Officer)

and I the person nominated hereby agree to accept such nomination

.....
(Signature of Candidate)

Please return completed Nomination Form to admin@lgfa.com.au
by CLOSING DATE: **Friday 21 August 2020**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Name	
Address	
Telephone	
Email	
Age (Optional)	
Occupation	
Current Employer	
Qualifications	
Current Position in Local Government: Mayor / Chairman / Councillor / Other	
Name of Council	
Period in Local Government	
Other Committees / Bodies of Local Government Involvement: Past	
Present	

Please return completed Resume Form to admin@lgfa.com.au by CLOSING DATE: **Friday 21 August 2020**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

NOTICE OF MOTION
LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA
2020 ANNUAL GENERAL MEETING

NAME OF COUNCIL:

NOTICE OF MOTION:

.....
.....
.....

REASON:

.....
.....
.....

SUGGESTED ACTION:

.....
.....
.....

Please return completed Notice of Motion Form to admin@lgfa.com.au
by CLOSING DATE: **Friday 21 August 2020**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

AGENDA ITEM NO.: **10.6**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Meg Mackie, Governance Officer

SUBJECT: Local Government Association – 2020 Annual General Meeting

1. EXECUTIVE SUMMARY

This report provides opportunity for Council to bring forward Items of Business with a notice of motion, to the Local Government Association (LGA) Annual General Meeting (AGM), on Thursday 29 October 2020, at the Adelaide Town Hall (subject to restrictions on gatherings).

The call for draft motions was sent to Council Members by email on 3 June 2020. Although no submissions have been received for inclusion in the Council Agenda, Council Members are encouraged to discuss any proposed motions under this item.

Mayor O'Loughlin was appointed Council's permanent registered voting delegate for the current term of office, to October 2022.

2. RECOMMENDATION

- (1) Council having considered Item 10.6 Local Government Association – 2020 Annual General Meeting, receives and notes the report.**
 - (2) Council informs the LGA that there is no notice of motion to the Local Government Association Annual General Meeting on 29 October 2020.**
-

3. DISCUSSION

For items of business to be considered for the Annual General Meeting on 29 October 2020, the proposed motions must be submitted to the LGA no later than 17 August 2020.

The call for draft motions was sent to Council Members earlier. Although no submissions have been received for inclusion in the Council Agenda, Council Members are encouraged to discuss any proposed motions under this item.

In the January Council Meeting, Council proposed the following motion for consideration for the April 2020 Ordinary General Meeting (OGM):

'That the Ordinary General Meeting requests the LGA to lobby the State Government to review development application fees with more detailed consideration of the cost to Councils in undertaking the statutory functions of planning and building assessment, inspection, and compliance.'

Due to COVID-19 the April OGM Meeting was cancelled, and the above item will be considered by the LGA Board of Directors on 23 July 2020.

Although any proposed motion received past the deadline will not be considered for the 2020 AGM, Council can at any point submit a motion to the LGA for consideration at a future OGM/AGM.

Voting Delegate

One vote is permitted for each council.

Mayor David O'Loughlin is Council's delegate to vote on motions at the LGA General Meetings, and in his absence, Mayor O'Loughlin is supported by Deputy Mayor Matt Larwood.

All Council Members are eligible to attend the meeting.

Implications, Related Questions and Further Information

The resourcing of Council's decision is reliant on the LGA Annual General Meeting reaching a decision to pursue the recommendations.

Once the Agenda for the AGM is released, a report detailing Council's voting preference will be presented to Council. Council can expect to receive this at the September or October Council Meeting.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Intelligent Community Indicators

- Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.

ATTACHMENTS

Nil.

AGENDA ITEM NO.: **10.7**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Meg Mackie, Governance Officer

SUBJECT: Nominations - Local Government Association of South Australia President and Members of the Greater Adelaide Region Organisation of Councils

1. EXECUTIVE SUMMARY

The purpose of the report is to advise Council of the call for nominations by the Local Government Association of South Australia (LGA), for the position of President of the LGA, and Members of the Greater Region of Adelaide Organisation of Council (GAROC).

LGA President

Under the LGA Constitution, the office of President must be occupied on a rotational basis by a member of a metropolitan Council (referred to as GAROC), and rural Council (referred to as SAROC), every two years. The Presidency for the upcoming term will be held by a member of metropolitan Council.

To be eligible for nomination for the President of the LGA, a person must be a Council Member, be a current member of the GAROC Committee, and have been in that role for at least one year.

Mayor O'Loughlin is Council's current representative at GAROC and therefore is eligible for nomination.

GAROC

Council also has the opportunity to nominate a Council Member for a position on the East Regional Grouping of GAROC.

Mayor O'Loughlin has expressed his interest in re-nominating for this position.

2. RECOMMENDATION

(1) Council having considered Item 10.7 Nominations – Local Government Association of South Australia President and Members of the Greater Adelaide Region Organisation of Councils, receive and note the report.

President of the Local Government Association

(2) That Council nominates to the Local Government Association for the position of President of the Local Government Association of South Australia.

Greater Region of Adelaide Organisation of Councils (GAROC)

- (3) That Council nominates for a position on the East Regional Grouping of the Greater Adelaide Regional Organisation of Councils.**
-

3. DISCUSSION

In 2018, the LGA consulted with South Australian Councils in making its new Constitution.

The LGA Constitution and Rules includes the establishment of two (2) regions, (i.e. the SAROC and the GAROC).

In terms of this structure, the Metropolitan Region (i.e. GAROC) represents the greater Adelaide Region based on North, South, East, and West groupings of Councils, and the City of Adelaide. See [Attachment 14](#) for a List of GAROC Regional Groupings.

City of Prospect is a member of GAROC.

SAROC on the other hand, is based on the existing regional areas and areas outside the Adelaide metropolitan area.

The term of office for the President and Membership of GAROC is a two-year term, commencing from the 2020 LGA Annual General Meeting (AGM) (29 October 2020), and concluding at the 2022 LGA AGM.

The LGA has forwarded correspondence to Councils inviting nominations for both position of President of the LGA ([Attachment 1-3](#)), and Membership of GAROC ([Attachments 11-13](#)).

Nominations must be made by resolution of a Member Council, and must be received by the LGA no later than 5pm on 24 August 2020.

President of the LGA

The role of the President is to:

- provide leadership to the LGA Board of Directors;
- chair meetings of the LGA Board of Directors;
- preside at meetings of the LGA (i.e. Ordinary Meetings, AGMs; etc.);
- to act as the principal spokesperson of the LGA; and
- represent the LGA externally to government, stakeholders, etc.

The term of office of the President is two (2) years.

More information about the position can be found in the Fact Sheet and Position Description (provided at [Attachments 5-9](#)).

The current LGA Constitution and Rules also stipulate a long standing protocol, that the position of President alternates between Metropolitan Councils (referred to as GAROC), and Regional Councils (referred to as SAROC), every two (2) years.

An extract of the LGA Constitution is provided at **Attachment 4**.

The LGA is calling for nominees from eligible members of metropolitan South Australia.

A Nominee for Presidency must be a Council Member, be a current member of the GAROC Committee, and have been in that role for at least one year.

Mayor O'Loughlin is Council's current representative at GAROC.

Other GAROC Committee Members are:

- Mayor Karen Redman (GAROC Chair) – Town of Gawler
- Mayor Gillian Aldridge - City of Salisbury
- Mayor Kevin Knight – City of Tea Tree Gully
- Mayor Angela Evans – City of Charles Sturt
- Mayor Claire Boan – City of Port Adelaide Enfield
- Mayor Jan-Claire Wisdom - Adelaide Hills Council
- Cr Christel Mex – City Norwood Payneham & St Peters

Whilst a Council may nominate a person from another Council, it is important to note that the Nomination Form requires that person to accept the nomination, and sign the form. Council is therefore obliged to ensure, that if it does intend to nominate a person from another Council (in this case a Metropolitan Council), the nominee is aware of the proposed nomination, and is prepared to accept the nomination.

A copy of the 2020 Nomination Form for the LGA President is contained within **Attachment 10**.

If more than one person is nominated for the position, ballot papers will be delivered to each Member Council at least six weeks before the upcoming AGM.

Greater Region of Adelaide Organisation of Councils (GAROC)

The Terms of Reference for the GAROC describe that the role of GAROC is to provide regional advocacy, policy initiation and review, leadership, engagement, and capacity building in the region(s).

A copy of the GAROC Terms of Reference is contained within **Attachments 15-17**.

At the 2019 LGA AGM, members endorsed the establishment of four (4) GAROC Regional Groupings to take effect from the 2020 GAROC elections. See **Attachment 14** for a list of regional groupings.

The membership of GAROC comprises two eligible members, elected by a majority vote of the Councils, within each Regional Grouping. Each person elected for that Regional Grouping must be from a different Member Council. Additionally, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

The term of office is for a two (2) year period.

All nominations must be forwarded to the LGA via the attached nomination form by 24 August 2020. A copy of the nomination form is contained within **Attachment 18**.

If there are more nominations than vacancies, an election will be held in accordance with the GAROC Terms of Reference.

Relevance to Core Strategies / Policy

- *Local Government Association Constitution.*

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.4 Accountable and people-focused services
-

ATTACHMENTS

- Attachments 1-3:** Letter from LGA dated 28/07/2020 – Call for Nominations for President of the LGA
- Attachments 4:** Extract – LGA Constitution – Clause 28 – Nominations for the Officer of President
- Attachments 5-9:** LGA President Fact Sheet and Position Description
- Attachment 10:** 2020 Nomination form – LGA President
- Attachments 11-13:** Letter from LGA dated 21/07/2020 – Call for Nominations for GAROC Members
- Attachments 14:** List of GAROC Regional Groupings.
- Attachments 15-17:** GAROC Terms of Reference
- Attachment 18:** 2020 Nomination Form GAROC



In reply please quote our reference: ECM 713305 AS/AC

20 July 2020

Mr Nigel McBride
Chief Executive Officer
City of Prospect
PO Box 171
Prospect SA 5082

Emailed: nigel.mcbride@prospect.sa.gov.au; admin@prospect.sa.gov.au

Dear Mr McBride

Call for Nominations for LGA President

The LGA hereby calls for nominations for the position of LGA President to commence from the conclusion of the 2020 Annual General Meeting (AGM) and to remain in office until the conclusion of the 2022 AGM. A nomination form for the position of President is attached and must be received by me, no later than **5pm Monday 24 August 2020**. Late nominations will not be accepted.

The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in the Greater Adelaide Regional Organisation of Councils (GAROC). For this election, nominations are for council members within GAROC. To be eligible for nomination, a person must be a council member and be a current member of the GAROC Committee and have been in that role for at least 1 year. An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council. Please refer to the attached Fact Sheet and Position Description for further information on eligibility and role responsibilities.

Key (indicative) timings and relevant LGA Constitution provisions are outlined in the table below.

Indicative Timing	Headline	LGA Constitution Provision
	Office of President	Position of President – rotated between SAROC and GAROC (Clause 28.6).
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 29.1)
20 July 2020	Nominations Called	CEO to write to members calling for nominations for position of President at least 3 months before AGM (Clause 28.2)
24 August 2020	Nominations Close	Nominations <u>must</u> be received by the CEO no later than 5pm on the day specified for the close of nominations, being 24 August 2020 (Clause 28.7)



Indicative Timing	Headline	LGA Constitution Provision
	Office of President	Position of President – rotated between SAROC and GAROC (Clause 28.6).
	Nominations equal to vacancies	If only 1 nomination is received for President, the Chief Executive shall declare such person duly elected (Clause 29.3). If the number of persons nominated for the office of President exceeds 1 person then an election must be held (Clause 29.4).
7 September 2020	Ballot papers prepared and posted	CEO shall deliver ballot papers to each member at least 6 weeks before AGM (last date 17 September) (Clause 29.5.1)
19 October 2020	voting closes	The CEO as returning officer will determine when voting closes, being 19 October 2020
20 October 2020	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 29.5.6)
29 October 2020	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 29.5.8)
29 October 2020	President takes office	President takes office at the conclusion of the AGM (Clause 30.1)

Timing of LGA Election

The LGA Constitution provides for the election of LGA President, SAROC and GAROC members, and the LGA Board to take effect from the LGA's AGM, every other year. This enables the outgoing President to deliver their annual report and finance statements for the preceding year, before handing over to the incoming President.

Access to Members Information

Nominees may access the contact details of councils and elected members from the LGA database to assist in communicating with the sector during the election campaign. This information will be available upon request.

The LGA is writing separately to councils regarding the arrangements for the election of members to SAROC and GAROC.



If you have any questions in relation to the election process, please contact me or Director Governance & Legislation Alicia Stewart on 8224 2037 or alicia.stewart@lga.sa.gov.au.

Yours sincerely

Matt Pinnegar

Chief Executive Officer/ LGA Returning Officer

Telephone: (08) 8224 2039

Email: matt.pinnegar@lga.sa.gov.au

CC: Mayor – via email david.oloughlin@prospect.sa.gov.au

Attachments:

- 1 Extract from LGA Constitution – Section 28
- 2 LGA President Election Fact Sheet
- 3 LGA President Position Description
- 4 2020 Nomination Form – LGA President
- 5 Candidate Information Sheet

Attachment



Extract – LGA Constitution

Clause 28 – Nominations for the Office of President

- 28.1 The office of President shall be elected by Members biennially.
- 28.2 In the year in which a new President is to be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members calling for nominations for the position of President.
- 28.3 Every Member is entitled to nominate an eligible person to the office of President.
- 28.4 To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
- 28.5 To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.
- 28.6 The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
- 28.7 A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.
- 28.8 If no nomination is received for the office of President under clause 28.7, then the Chief Executive shall call for additional nominations from and by the Delegates at the Annual General Meeting and will conduct an election at the meeting.



LGA President Election Fact Sheet

1. Who can nominate a person?

All LGA member councils (**Members**) are entitled to nominate an eligible person to the office of President.

2. Who can be nominated?

To be eligible for nomination as a candidate in the 2020 President Election, a person must be a Council Member, and must be a current member of the GAROC Committee who has undertaken that role for a period of not less than 1 year.

3. How is a nomination made?

A person is nominated by resolution of a Member. The LGA President Nomination Form must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member and must be received by the LGA CEO no later than **5:00pm on Monday 24 August 2020**.

4. What is the election process?

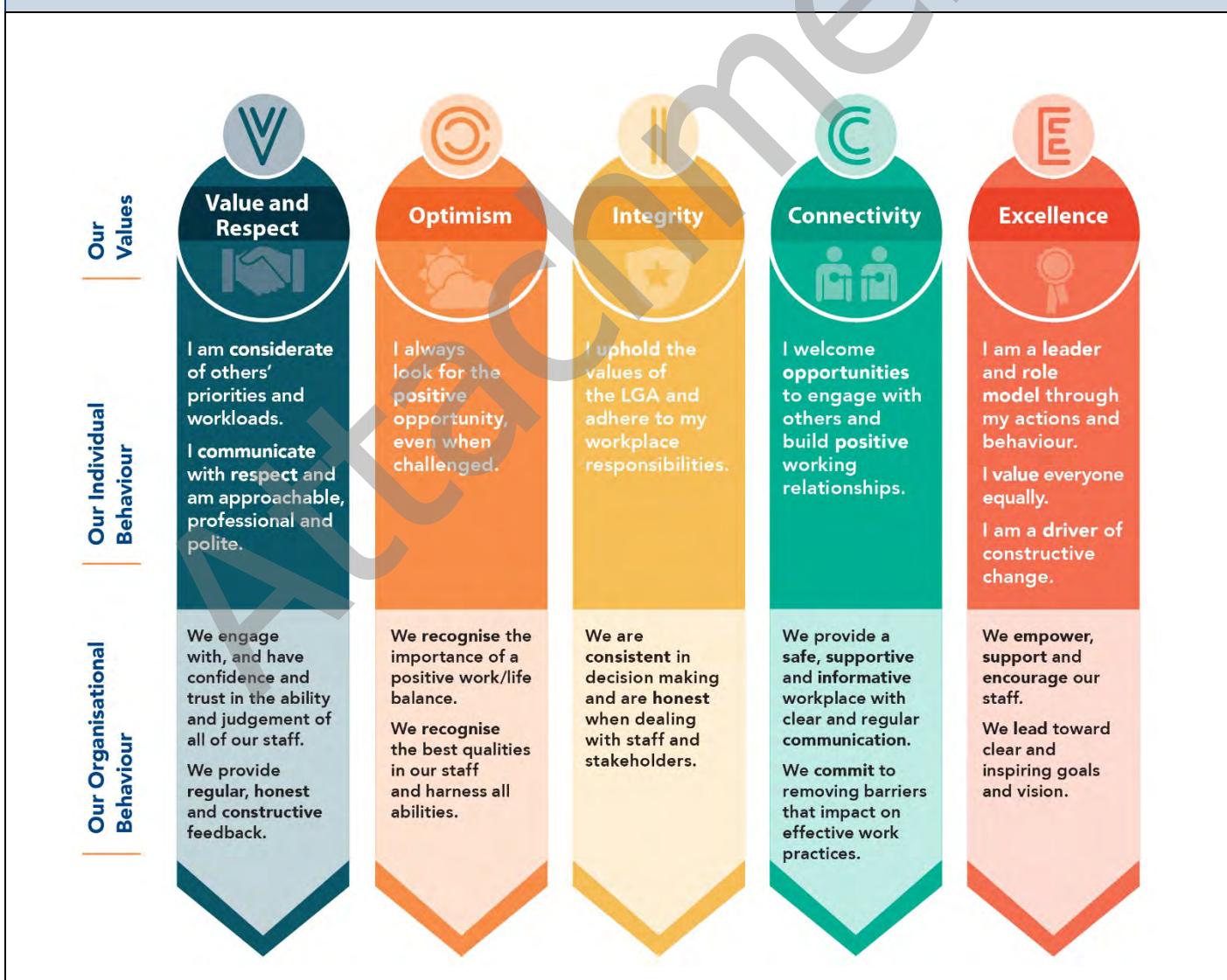
If only one eligible person is nominated, the CEO will declare such person duly elected. If the number of eligible persons nominated exceeds one person, then an election will be held. The CEO is the Returning Officer for any election for the office of President. The CEO will notify all Members of the nominated candidates and will conduct the election as follows (timings are indicative only):

1. The CEO will deliver ballot papers to each Member at least six weeks prior to the Annual General Meeting (no later than 17 September).
2. The ballot papers will list the candidates for election, specify the date of closure of the election as 19 October 2020, and be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer".
3. Each Member then determines by resolution the candidate it wishes to vote for and mark the ballot paper accordingly and place it in a sealed envelope for delivery to the CEO.
4. The CEO will nominate the date, time, and place for the counting of votes and will invite each candidate and a person nominated as the candidate's scrutineer to be present.
5. At the counting of the votes the CEO will produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes.
6. The candidate with the most votes will be deemed elected and the CEO will declare the candidate elected at the Annual General Meeting.
7. If candidates receive the same number of votes, the CEO will draw lots at the counting of the votes and the lot drawn will be the candidate elected.

LGA President

Position Title:	LGA President
Position Status:	Elected for two year term
Reporting Arrangements:	This position reports to the LGA Board of Directors
Location:	Local Government House, 148 Frome Street, Adelaide
Special Conditions:	Some intra/interstate travel with overnight stays is required. Out of hours work required.

LGA Values and Behaviours





Position Description

Position

The Board of Directors is the governing entity of the LGA.

The Board of Directors consists of:

- the President;
- the Immediate Past President;
- the chairperson of SAROC and the chairperson of GAROC; and
- 6 additional persons (each of which must be a Council Member) with relevant business and governance experience elected in equal proportions from the Council Members of SAROC (3 persons) and the Council Members of GAROC (3 persons).

Each Director must:

- undertake his or her role as a Director honestly and act with reasonable care and diligence in the performance and discharge of functions and duties;
- not make improper use of information acquired by virtue of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA;
- not make improper use of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA; and
- not act in any matter where the Director has a conflict of interest (provided that an interest shared in common with all or a substantial proportion of the Directors will not be an interest giving rise to a conflict of interest).

Functions, Duties and Powers

1. Chair and lead the LGA Board of Directors who have the following roles, functions and duties:

- The role of the Board of Directors is to oversee corporate governance of the LGA and provide strategic direction and leadership. The Directors do not represent SAROC, GAROC or a specific Member or Members.
- The functions of the Board of Directors include:
 - appointing a Chief Executive and superintending his or her performance;
 - holding the Chief Executive accountable for the performance of the LGA Office;
 - advocating for the LGA, the Members and the local government community;
 - superintending the activities of the LGA;
 - determining matters which may be placed on the agenda of a General Meeting; and
 - undertaking such other functions as may be provided for, or envisioned by, this Constitution.
- The Board of Directors must ensure that:
 - the LGA acts in accordance with applicable laws and the Constitution;
 - the LGA acts ethically and with integrity, respecting diversity and striving for gender balance participation in all activities;
 - the activities of the LGA are conducted efficiently and effectively and that the assets of the LGA are properly managed and maintained;



- subject to any overriding fiduciary or other duty to maintain confidentiality, the affairs of the LGA are undertaken in an open and transparent manner; and
 - the LGA performs to its business plan and achieves or betters the financial outcomes projected in its budget.
2. The President shall:
- preside at all General Meetings and meetings of the Board of Directors, but in his or her absence a member of the Board of Directors chosen by the Board of Directors shall preside at the meeting.
 - act as the principal spokesperson of the LGA.
 - exercise other functions of the LGA as the LGA Board of Directors determines.
 - represent the LGA to government, stakeholders and events.

The key responsibilities of the LGA President

The President acts as an important link between the Board and the organisation's management via the CEO. The President is responsible for leadership of the Board including:

- Facilitating proper information flow to the Board.
- Facilitating the effective functioning of the Board including managing the conduct, frequency and length of Board meetings.
- Communicating the views of the Board, in conjunction with the CEO, to the LGA's members, State and Federal Government, broader stakeholders and to the public.
- Facilitating open and constructive communications amongst Board members and encouraging their contribution to Board deliberations.
- Overseeing and facilitating Board, committee and Board member evaluation reviews and succession planning.
- Liaising and interfacing with the CEO as the primary contact between the Board and management.
- Liaising with and counselling, as appropriate, board members.

Inside the boardroom the President is responsible for the following:

- Acting as an important link between the Board and management but without necessarily preventing direct access of fellow directors.
- Establishing and maintaining an effective working relationship with the CEO.
- Setting the tone for the Board, including the establishment of a common purpose.
- Chairing Board meetings efficiently and shaping the agenda in relation to goals, strategy, budget and executive performance.
- Obtaining appropriate information to present to the Board.
- Encouraging contributions by all Board members and seeking consensus when making decisions.
- Motivating Board members and where appropriate dealing with underperformance.
- Overseeing the process for appraising the Board as a whole.
- Overseeing negotiations for the CEO's employment and evaluating the CEO's performance.
- Planning for CEO succession.
- Assisting with the selection of Board and Committee members.



Eligibility Criteria

As per clause 28 of the LGA Constitution:

- To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
- To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.
- The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
- A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

Performance/Accountability

The Board of Directors will conduct an annual performance review to assess its performance as a Board and in meeting the LGA's objectives and strategies. This may include a review of individual Directors including the President.



2020 Nomination Form

LGA President

Name of Council submitting nomination	(insert name of council)
Nominee's (full name)	(insert title, first name and surname)
Declaration and signature of nominee	I hereby accept such nomination and consent to act as LGA President if so elected. Signature:
Council Resolution	(insert date & resolution no.) (insert council resolution)
Signature and name of CEO (Nominating Council)	Signature: (insert name)
Dated	(insert date)

This form is to be sent to the LGA Returning Officer

Close of nominations 5:00pm Monday 24 August 2020



In reply please quote our reference: ECM 713244 AS/AL

21 July 2020

Mr Nigel McBride
Chief Executive Officer
City of Prospect
PO Box 171
Prospect SA 5082

Emailed: nigel.mcbride@prospect.sa.gov.au

Dear Mr McBride

Call for Nominations for GAROC Members

The terms of the current members of the Greater Adelaide Regional Organisation of Councils (GAROC) expire at the 2020 LGA Annual General Meeting (AGM). The LGA hereby calls for nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on GAROC (eight positions in total) to commence office from the conclusion of the 2020 LGA Annual General Meeting and to remain in office until the conclusion of the 2022 AGM. A nomination form for the position of member of GAROC is attached and must be received by me, no later than **5pm Monday 24 August 2020**. Late nominations will not be accepted.

At the 2019 LGA AGM, members endorsed the establishment of four (4) GAROC Regional Groupings to take effect from the 2020 GAROC elections, with membership of GAROC to comprise two eligible members elected by a majority vote of the councils within each Regional Grouping, provided that each person elected for that Regional Grouping is from a different member. Additionally, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

I write to you in your capacity as the Chief Executive Officer of a Member Council in the East Regional Grouping to invite one (1) nomination from your council for a position on East Regional Grouping of GAROC. A list of the GAROC Regional Groupings is attached to this letter.

A nomination may only be made by resolution of the council and using the attached nomination form. The form must be signed by both the candidate nominated by the council to indicate his/her willingness to stand for election, and by you as the Chief Executive Officer of the nominating council. The nomination form must be accompanied by the attached candidate information sheet.

Voting

The GAROC Terms of Reference (TOR) (extract attached) outlines the process as to how an election will occur. As the Returning Officer I am required to conduct a ballot if the number of nominations for each GAROC Regional Grouping exceeds the number of positions. If a ballot is required, the distribution of ballot papers to councils will include any information provided on the candidate information sheet.



Timetable

Key (indicative) timings and GAROC TOR provisions are outlined in the following table:

Indicative Timing	Headline	GAROC TOR Provision
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 4.4.1)
20 July 2020	Nominations Called	CEO to write to members of GAROC Regional Groupings calling for nomination for position of members of GAROC at least 3 months before AGM (Clause 4.3.2)
24 August 2020	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nomination, being 24 August 2020 (Clause 4.3.4).
	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions for the Regional Grouping each candidate is elected and takes office at the conclusion of the AGM (Clause 4.4.3)
7 September 2020	Ballot papers prepared and posted	In the event of an election being required the CEO shall deliver ballot papers to each member of the relevant Regional Grouping at least 6 weeks before AGM GAROC (Clause 4.4.5(a))
19 October 2020	voting closes	The CEO shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f))
20 October 2020	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 4.4.5(f))
29 October 2020	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 4.4.5(h))
29 October 2020	Takes office	GAROC members take office at the conclusion of the AGM (Clause 4.5)
29 October 2020	Voting for Board Members	GAROC should meet at the conclusion of the AGM to elect 3 of its members (plus its Chair) to the Board of Directors (Clause 6.4.1 and 6.4.2) who's term of office commences after the AGM.

LGA Board Appointments

Under the LGA Constitution and the GAROC TOR, once members are elected to GAROC, these members will then elect a Chair and three GAROC members to form the LGA Board of Directors. These GAROC LGA Board Directors will be accompanied by their equivalent from SAROC, as well as the President and Immediate Past President, to form the ten (10) member LGA Board of Directors.



If you have any questions in relation to the election process, please contact me or LGA Director Governance & Legislation Alicia Stewart on 8224 2037 or alicia.stewart@lga.sa.gov.au.

Yours sincerely

Matt Pinnegar

Chief Executive Officer/ LGA Returning Officer

Telephone: (08) 8224 2039

Email: matt.pinnegar@lga.sa.gov.au

CC: Mayor – via email - david.oloughlin@prospect.sa.gov.au

Attachments:

- 1 List of GAROC Regional Groupings
- 2 Extract from LGA GAROC TOR – Section 4
- 3 2020 Nomination Form – GAROC
- 4 Candidate Information Sheet

Attachment



List of GAROC Regional Groupings

GAROC Regional Grouping	Members
Adelaide	Adelaide City
North	Gawler Playford Salisbury Tea Tree Gully
West	Charles Sturt Holdfast Bay Port Adelaide Enfield West Torrens
South	Marion Mitcham Onkaparinga
East	Adelaide Hills Burnside Campbelltown Norwood Payneham & St Peters Prospect Unley Walkerville



Extract – GAROC Terms of Reference

Clause 4 – GAROC

4. GAROC

4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region.

4.2. Membership

- 4.2.1. Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the Regional Grouping of Members, 2 Council Members of Members in the Regional Grouping of Members as members of GAROC provided that each person elected is from a different Member.
- 4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

4.3. Nominations for election to GAROC

- 4.3.1. The members of GAROC will be elected biennially.
- 4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the GAROC Regional Grouping as listed in the schedule calling for nominations for the membership of GAROC.
- 4.3.3. Each Member of the GAROC Regional Grouping may nominate a candidate for membership of GAROC, provided that:
 - (a) a person nominated as a member of GAROC must be a representative of a member on the relevant Regional Grouping of Members; and
 - (b) only a Council Member can be nominated to GAROC.
- 4.3.4. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (Close of Nominations). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

4.4. Election to GAROC

- 4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.
- 4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of GAROC nominated by the Regional Grouping of Members.

- 4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1, then the Chief Executive will declare those persons duly elected to those membership positions.
- 4.4.4. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in clause 4.2.1, then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.
- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
 - (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
 - (b) the ballot papers shall:
 - (i) list the candidates for election;
 - (ii) specify the day of closure of the election;
 - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
 - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
 - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
 - (e) on receipt of the envelopes the Chief Executive must:
 - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
 - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
 - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
 - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
 - (h) in respect of an election for the purposes of clause 4.2.1, the 2 candidates from a Regional Grouping of Members with the most votes shall be deemed elected in respect of that Regional Grouping of Members and the Chief Executive shall declare the candidates elected at the Annual General Meeting; and
 - (i) in the case of candidates for membership positions described in clause 4.2.1 from a Regional Grouping of Members receiving the same number of votes, the Chief



Executive shall draw lots at the counting of the votes to determine which candidate is elected.

- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.
- 4.4.7. The Chief Executive may, in his or her discretion, delegate any of his or her powers, functions or duties to an Executive Officer of a Regional Grouping of Members who shall act accordingly for the conduct of elections for the purpose of clause 4.2.1 in respect of the Regional Grouping of Members relevant to that Executive Officer.

Attachment



2020 Nomination Form

GAROC

Nominee's Council	(insert name of council)
Nominee's Name (full name)	(insert title, first name and surname)
Regional Grouping	(Select one) <input type="checkbox"/> North <input type="checkbox"/> West <input type="checkbox"/> South <input type="checkbox"/> East
Declaration and signature of nominee	I hereby accept such nomination. Signature:
Signature and name of Nominating Council's CEO	Signature: (insert name)
Dated	(insert date)

This form is to be sent to the LGA Returning Officer

Close of nominations 5:00pm Monday 24 August 2020

AGENDA ITEM NO.: 10.8

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Meg Mackie, Governance Officer

SUBJECT: Unreasonable Complainants Policy

1. EXECUTIVE SUMMARY

Council may occasionally receive requests for service information or complaints that are considered unreasonable. Unreasonable because these complaints can have a significant impact on Council resources, as well as adversely affect the wellbeing of Council Members and staff alike. As a result, many Councils across the state and nation have introduced policies to deal with unreasonable or vexatious conduct should it ever arise.

Adopting an example policy from the Local Government Association SA, Administration has developed an 'Unreasonable Complainants Policy' to provide both staff and complainants, with a framework for how unreasonable conduct is identified and managed.

In doing so, Council ensures it is meeting community expectations of service delivery, by managing resources appropriately.

As can be seen from the policy, it is to be called upon only in rare circumstances, where it is in the public's best interest to consider the complaint or complainant unreasonable.

Council's Customer Service Charter briefly addresses unreasonable complaints. Administration recommends that clauses contained within the Customer Service Charter, which are superseded by the draft policy, be revoked. The Charter will instead provide a hyperlink directing customers and complainants to the Unreasonable Complainants Policy.

2. RECOMMENDATION

- (1) **Council having considered Item 10.8 Unreasonable Complainant Policy receives and notes the report.**
- (2) **Council determines that clauses 8.16.1 - 8.16.3 of the Customer Service Charter be revoked and be replaced with:**
 - a. 'Occasionally the conduct of a complainant may be unreasonable. This may take the form of unreasonable persistence, demands, lack of cooperation, arguments, or behaviour. Staff will handle unreasonable complaints and complainants under Council's Unreasonable Complainant Policy.'

(3) Council adopt the Unreasonable Complainants Policy as provided at Attachments 1-8.

3. DISCUSSION

Last year, an individual member of the public lodged a number of Freedom of Information (FOI) requests with Charles Sturt Council, which costed the Council more than \$160k in resources. By developing an Unreasonable Complainant Policy, the Council had a robust process to refuse further requests. This approach was supported by an external review by the Ombudsman, who commented that the complainant displayed 'a clear pattern of conduct' amounting to an 'abuse of the FOI system.'

In the wake of this finding, other councils have developed similar policies, based on the New South Wales Ombudsman's 'Guidelines to dealing with Unreasonable Complainants'.

City of Prospect is committed to continuous improvement of service delivery, which requires that resources be managed appropriately. This Policy (as provided at **Attachments 1-8**) supports Council Administration to respond to unreasonable requests for information and services, in a way that is transparent, fair, and equitable.

Council has previously managed unreasonable complainants. An example of such is those whom approach Council on numerous occasions, unsatisfied with the outcome provided or refusing to accept that a complaint has been closed. This Policy provides appropriate escalation of issues, with checks and balances throughout.

In the first instance, Staff will resolve a complaint in accordance with the usual procedure in the Customer Service Charter. Use of this Policy will only arise where Council has exhausted all appropriate avenues of resolution within the Charter. Further, the complainant must persist in bringing the same issue to Council or demonstrate a type of unreasonable conduct outlined in the Appendix A.

Staff are then empowered to classify the matter or request as unreasonable and take no further action, with the complainant reserving a right to review that decision. If the right to review that decision is exercised and the outcome (refusing to take further action) is affirmed, then the complainant may be identified as an unreasonable complainant if the conduct persists. This is also a decision subject to review.

The policy has been drafted in line with the New South Wales Ombudsman's guidelines, and with reference to similar policies by City of Charles Sturt and Adelaide Hills Council.

Operating as a separate document, Administration emphasises that use of the Unreasonable Complainant Policy is not a regular part of the complaint handling process.

Limiting or refusing access to services will only be considered as a last resort.

Specifically, the Policy guides staff responses to unreasonable requests and complainants by:

- Identifying and managing types of unreasonable conduct;

- Escalating complaints appropriately;
- Exhausting all other avenues of redress; and
- Providing complainants with the opportunity to make submissions and a right of review.

In order to ensure consistency and clarity, Council Administration recommends that the following clauses of the Customer Service Charter be revoked:

- 8.16.1 *Occasionally the conduct of a complainant may be unreasonable. This may take the form of unreasonable persistence, demands, lack of cooperation, arguments or behaviour. What can be determined as "unreasonable" will vary depending on a number of factors. Staff should handle these situations in a fair and equitable manner.*
- 8.16.2 *Unreasonable complaints can consume an unwarranted amount of Council resources or impede the investigation of the complaint(s). Before making any decision to restrict contact, the complainant will be warned that if the specified behaviour or actions continue, restrictions may be applied.*
- 8.16.3 *Ultimately it may be necessary to take no further action on a complaint. Any decision to suspend action on a complaint will be made by the CEO and communicated in writing to the complainant.*

It is recommended that the following replace the clauses above:

- 8.16.1 '*Occasionally the conduct of a complainant may be unreasonable. This may take the form of unreasonable persistence, demands, lack of cooperation, arguments or behaviour. Staff will handle this kind of conduct under Council's Unreasonable Complainant Policy. [Link provided]*'

This will ensure consistency across Council Policy and direct complainants appropriately.

Implications, Related Questions and Further Information

An internal complaints register will be used to record 'Unreasonable Complainants' in accordance with the Policy.

Information will include: the complaint subject matter, the complainant's name, and the status of the complaint (ongoing, in internal review, or closed).

Relevance to Core Strategies / Policy

- Local Government Act 1999, s270
- Freedom of Information Act 1991
- Customer Service Charter
- Internal Review of a Council Decision

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.2 Sound Financial Management

- **Strategy 4.4** Accountable and people-focused services
-

ATTACHMENTS

Attachments 1-8: Unreasonable Complainant Policy

Draft Unreasonable Complainant Policy



Reference Number:	CR20/40960
Type:	Council Policy
Responsibility:	Corporate Services
Responsible Officer (s):	Governance Advisor
Initial Adopted Date:	July 2020
Last Review Date:	New Policy
Next Review Date:	July 2024
Legislation:	Local Government Act 1999 Freedom Of Information Act 1991
Related Documents:	Internal Review of a Council Decision Customer Service Charter Handling Aggression, Violence or Threats Procedure NSW Ombudsman' Managing Unreasonable Complainant Conduct Practice Manual

1 Purpose

- 1.1 City of Prospect:
 - 1.1.1 Is committed to a positive complaint-handling experience for its customers; and
 - 1.1.2 Strives to ensure that resources are responsibly managed so that Council may continuously improve service delivery.
- 1.2 This policy establishes a framework for how the City of Prospect ("the Council") will respond to customer requests for service and information, and specifically the approach to be adopted when managing unreasonable requests for service, information and complaints.

2 Definitions

- 2.1 A **Complaint** is made when a customer expresses or infers dissatisfaction with a product or service delivered by the organisation which has, or should have, been received, that has failed to reach the standard stated, implied or expected. This may include decisions of Council, its policies, procedures, charges, employees, agents, or the quality of Council services.
- 2.2 **Request for Service** is an application to have Council take some form of action to provide a service for works.
- 2.3 **Request for information** means an application to have council take some form of action to provide generally available information about Council services or works.
- 2.4 **Unreasonable complainant conduct** is any behaviour by a current or former customer, which by its nature or frequency, raises health, safety, resources, or equity issues for the Council, employees, other service users, and customers (including the customer himself/herself). Unreasonable complainant conduct can be divided into five categories, and examples are provided in Appendix A to this policy:
 - 2.4.1 Unreasonable persistence
 - 2.4.2 Unreasonable demands
 - 2.4.3 Unreasonable lack of cooperation
 - 2.4.4 Unreasonable arguments
 - 2.4.5 Unreasonable behaviours

3 Scope

- 3.1 The policy establishes clear guidelines for handling unreasonable behaviour towards Council.
- 3.2 This policy will apply to Unreasonable Complainant Conduct in regards to complaints received by Council concerning:

- 3.2.1 Requests for service;
 - 3.2.2 Requests for information; and/or
 - 3.2.3 Freedom of Information Requests.
- 3.3 Members of public have a legitimate right to access Council information under the *Freedom of Information Act 1991*. Any limitations imposed on a complainant under this policy will not impede these statutory rights. However, unreasonable customer conduct may contribute to a request being denied under 18 (2a) of the Act.
- 3.4 This policy does not apply to complaints involving the following issues:
- 3.4.1 Complaints related to competitive neutrality;
 - 3.4.2 Allegations of a breach of conflict of interest obligations by a Council Member or employee;
 - 3.4.3 Internal staff complaints;
 - 3.4.4 Aggressive, violent, or threatening behaviour; and/or
 - 3.4.5 Any matters before a Court, Tribunal, South Australia Police, a Minister of the Crown, a South Australian or Federal Government Department, the Office for Public Integrity, or the South Australian Ombudsman.

4 Dealing with Unreasonable Requests

- 4.1 If Administration determines that a request is malicious, frivolous, or vexatious, this is grounds to dismiss the request and not take any further action in relation to it. A determination that a request is unreasonable on this basis, must take into account:
 - 4.1.1 any similar requests previously made by the person (i.e. about the same or similar service, information, or documents);
 - 4.1.2 the response and outcome to previous requests made by the person (if any);
 - 4.1.3 the outcomes sought by the person;
 - 4.1.4 if it is a request for information, the resources required to provide the information (to ensure that it is not an unreasonable diversion of public resources); and/or
 - 4.1.5 If it is a request for service, whether the service is capable of being provided by or is required to be provided by Council.
- 4.2 A decision to take no further action in respect of a request that is unreasonable will be communicated in writing to the person making the request.
- 4.3 The person who made the request may seek to review a decision made under clause 4.1 (to take no further action) according to the procedure set out in the Internal Review of Councils Decisions Policy.

- 4.4 A person that persists in making the same or similar requests for service will be treated as a complainant under this policy, and may be managed and dealt with under the provisions for dealing with unreasonable complainant conduct.

5 Dealing with Unreasonable Complainant Conduct

- 5.1 If a complainant's unreasonable behaviour persists or becomes extreme, Administration may limit or withdraw a complainant's access to Council, using the following steps:

5.2 **Issue the complainant with a final warning outlining expectations and repercussions**

- 5.2.1 This is to be in writing and is to inform the complainant that their access to Council may be limited or withdrawn if their behaviour continues.
- 5.2.2 Warning letters need to be signed off by the Chief Executive Officer (CEO) or delegate appointed by the CEO.

5.3 **Place Limitations on the complainant's access to Council**

- 5.3.1 A decision to limit a complainant's access to Council must be approved by the CEO or delegate appointed by the CEO.
- 5.3.2 Any limitation imposed must:
- (1) Be proportionate and appropriate to the behaviour it aims to negate (see Appendix A for examples and strategies); and
 - (2) Take into account that person's individual circumstances. For example, a person who is illiterate should not be required to communicate in writing.
- 5.3.3 The contact may be limited in terms of:
- (1) The times a complainant may make contact;
 - (2) The staff the complainant may have contact with; and/or
 - (3) The form in which the contact may take place, i.e. the complainant may be directed that he/she can only make contact in writing and not via telephone or in person.
- 5.3.4 Where limitations are imposed on a complainant, notification will be made to the complainant in writing, specifying the limits, and the reasons for their imposition.

5.4 **Exclude a complainant from access**

- 5.4.1 This action will only be taken as a last resort by the Council or CEO, after all other avenues have been exhausted, and where the complainant is making unacceptable demands on the Council's complaint handling resources.

5.4.2 Before any action is taken to exclude a complainant from access, the Council or CEO will write to the complainant to notify him/her of the proposed action, and the reasons why. They will invite comments from the complainant within a specified period (that is not less than 21 days) as to why such action should not be taken. Submission by the complainant will be taken into account before determining whether to proceed with the proposed action.

If it is decided that the complainant be excluded from access, the Council or CEO will inform the complainant that any further complaints will not be acknowledged, unless they detail significant new information or new issues which, in the opinion of the Council, warrant action.

5.4.3 The Council or CEO will review the appropriateness of any restrictions imposed on the complainant every 12 months. If it is considered that the restrictions imposed on the complainant are no longer necessary (taking into account the complainant's conduct in the 12 months prior) the Council will:

- (1) Revoke the restrictions; and
- (2) Notify the complainant of its decision in writing accordingly.

5.5 Complainants may request a review of the decision to limit (under clause 5.3) or terminate their access (under to clause 5.4), according to the procedure set out in the Internal Review of Council Decisions Policy. If a complainant continues to be dissatisfied after the internal review process, they may seek an external review from the South Australian Ombudsman.

6 Review

6.1 The Policy will be reviewed once per Council term or as required by legislation.

7 Access to the Policy

7.1 The Policy is available for public inspection on Council's website www.prospect.sa.gov.au and from Customer Service at Payinthi, 128 Prospect Road, Prospect SA 5082.

8 Further Information

8.1 For further information about this policy please contact:

Director Corporate Services
City of Prospect
128 Prospect Road
Prospect SA 5082

Ph 8269 5355
Email admin@prospect.sa.gov.au

Appendix A

Type of Conduct	Examples of Complainant conduct	Strategies for dealing with conduct
Unreasonable persistence	<ul style="list-style-type: none"> • Refusing to accept that a complaint is closed. • Continuing to phone or contact after a matter is closed. • Re-framing an old complaint. • Being unable to accept the final decision. • Persisting in interpreting the policy or the law in a way that is not in accordance with the accepted views on the subject. 	<ul style="list-style-type: none"> • Be prepared to say 'no'. • It may be appropriate to advise the complainant that the issue will not be investigated further. • Communicate clearly if an unproductive telephone call is to be ended. • Provide one internal review only. • Adopt, when appropriate, a firm position of no further contact or correspondence. • Do not allow the complainant to reframe the complaint to keep the matter alive, unless there are significant new issues. • Make it clear that the decision of Ombudsman SA is final, or in the case of external reviews under the FOI act, advise the complainant of their appeal rights.
Unreasonable demands	<ul style="list-style-type: none"> • Insisting on outcomes that are unattainable or not possible. • Demanding assistance with issues that are out of the Council's jurisdiction. • Demanding a remedy that is impractical, disproportionate, or unavailable. • Insisting that more time be taken on the matter than is justifiable. • Wanting revenge. • Making unreasonable demands on the resources of the Council. • Wanting unreasonable regular and lengthy contact with the Council. • Showing reactions or demanding action that is out of proportion with the significance of the issue. 	<ul style="list-style-type: none"> • Set limits on what will be done i.e. what issues will be investigated, by whom, how communication will happen etc. • Be clear with the complainant in advance as to what the council will do, and the limits. • End telephone calls that are unproductive, with a warning. • May need to limit contact to written communications only.
Unreasonable lack of cooperation	<ul style="list-style-type: none"> • Poor or confused definition of the complaint. • Providing a large quantity of unnecessary material/information. • Unhelpful behaviour. • Failing to provide requested information or documents within the given timeframe. • Dishonestly presenting the facts. • Constantly re-defining a complaint. • Focusing on principles rather than substantive issues. 	<ul style="list-style-type: none"> • Staff need to set limits before proceeding with the matter. • Require complainants to clarify and summarise information they have provided before proceeding with the matter. • Require complainants to clearly define what their issues are before the complaint will be looked at. • Refuse to deal with the matter if it is found that the complainant has been wilfully misleading or untruthful in a significant way.

Unreasonable arguments	<ul style="list-style-type: none"> • Exaggerating issues. • Holding irrational beliefs. • Refusing to consider alternative views. • Being obsessed with irrelevant or trivial points. • Having a conspiracy theory that is not supported by any evidence. 	<ul style="list-style-type: none"> • Decline or discontinue the matter. • If unreasonable issues are mixed with reasonable issues, ensure that they are clearly identified and separated, and only deal with the reasonable ones.
Unreasonable behaviour	<ul style="list-style-type: none"> • Displaying confronting behaviour. • Being rude. • Being aggressive. • Making threats of self-harm. • Making threats of harm/violence to others. 	<ul style="list-style-type: none"> • Refer to Council's Handling Aggression, Violence or Threats Procedure. • Staff will not tolerate unreasonable behaviour. • Complainant is to be told that threats are unacceptable, and may be reported to police. • Rude correspondence will not be responded to, and complainant is asked to reframe their complaint in more moderate terms. • If a complainant is behaving unreasonably in a telephone conversation, he or she should be warned that their conduct is unacceptable, and that if the behaviour persists the call will be terminated. • Telephone calls are to be ended if the complainant continues to behave unreasonably after being warned, the CEO or Mayor is to be advised of this action. • Meetings are to be ended if the complainant continues to behave unreasonably after being warned. The CEO or Mayor is to be advised of this action.

AGENDA ITEM NO.: **10.9**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Meg Mackie, Governance Officer

SUBJECT: Review and Update of Existing Policy

1. EXECUTIVE SUMMARY

Council Administration has standardised Council's approach to the review of existing policies and procedures, to include a number of policies and procedures per month, in an effort to improve timely review of policies.

The report for this Council meeting provides:

- an update to the Complaint Handling Procedure under the Code of Conduct for Council Members;
- an update to the 'Kerbside Waste and Recycling Management Policy; and

Complaint Handling Procedure under the Code of Conduct for Council Members

This procedure is an internal control for enforcing the Code of Conduct for Council Members. It applies when Council receives an allegation that a council member has breached part 2 of the Code. Part 2, or the 'Behavioural Code', manages conduct that does not meet community expectations of Council members, but does not constitute misconduct or criminal matters (dealt with under part 3).

The Code of Conduct gazetted by the minister, requires that this procedure be reviewed within 12 months of a general Local Government Election. Anticipated amendments to the *Local Government Act 1999* have delayed the regular review of this document.

With reforms postponed due to the COVID-19 pandemic, Administration considers it is now appropriate to review this procedure as soon as possible. Note that this document, or its successor, will return to Council once the changes to the Local Government Act have been enacted.

Key changes prescribe that the Principal Member, rather than the CEO, will conduct an initial assessment of an incoming complaint. Other changes include minor administrative amendments, and clarification of reporting opportunities.

Kerbside Waste and Recycling Management Policy

The draft policy sets out the entitlement of properties to a kerbside waste and recycling collection service in City of Prospect.

This policy was last revised in 2011, and written prior to Council contracting East Waste as its collection service provider.

Amendments have been made to service provisions for multi-dwelling developments, and to the provision of bio-bags. Minor edits have also been made for consistency of language, and to update bin names to current best practice.

This policy is intended to supersede any previous policy which addresses the same matter. As such, Administration recommends that clauses 2.6.2 - 2.6.4 be revoked from the Policy Manual.

2. RECOMMENDATION

- (1) Council having considered Item 10.9 Review and Update of Existing Policy, receives and notes the report.**
 - (2) Council adopt the Complaint Handling Procedure under the Code of Conduct for Council Members as provided at Attachments 2-12.**
 - (3) Council determines that clauses 2.6.2 – 2.6.4 of the Policy Manual be revoked.**
 - (4) Council adopt the Kerbside Waste and Recycling Management Policy as provided at Attachments 13-21.**
-

3. DISCUSSION

Complaint Handling Procedure under the Code of Conduct for Council Members

This procedure is prescribed by the [Minister's Code of Conduct for Council Members](#), and operates when a complaint is received against a Council Member breaching the behavioural components (part 2) of the Code. This procedure prescribes a fair, effective, and transparent process for handling these allegations and ensuring compliance.

Council last endorsed this procedure in January 2015, within the 12-month timeframe required by the Code. This year, Administration delayed review in anticipation of Local Government Reform, which has been further set back by the COVID-19 pandemic. In an effort to avoid further delay, Administration has prepared this procedure for review, in line with the Local Government Association's template procedure.

Proposed changes to the procedure are as follows, and are provided at Attachments 2-12:

Old Clause #	Draft Clause #	Type of Change	Changes
2.1	2.1	Amendment	Slight amendment of wording to align with model policy.
-	2.2	Addition	Access to the Code of Conduct is added via hyperlink.

Old Clause #	Draft Clause #	Type of Change	Changes
3	3	Addition	Definitions of 'Council', 'Deputy Mayor', 'Frivolous', 'Principal Member', and 'Vexatious' are included.
6.1.2	5.1.2*	Amendment	The Principal Member, rather than the CEO, will conduct an initial assessment of an incoming complaint. The ability to dismiss or refuse a complaint may only be exercised after the initial assessment.
6.1.3	5.1.3	Amendment	The Principal Member will notify the member who is the subject of the complaint, of the allegations and substance.
-	5.1.4	Addition	CEO provides the Principal Member with adequate resources for assessing and investigating the complaint.
-	5.1.5	Addition	Following an opportunity to respond, complainant and member are to be notified of how the complaint will proceed.
-	5.2.1 & 5.2.2	Addition	These additions provide clarity and reporting requirements for the dismissal of a complaint.
6.1.6	-	Deletion	This process is replaced by Clause 5.2.2.
-	5.3.1*	Addition	This clause enables the Council to deal with Council Member Complaints internally, where it is of a minor nature.
-	5.3.2*	Addition	The Principal Member may seek advice from the CEO or engage a mediator.
-	5.3.3*	Addition	All complaints dealt with internally will be resolved to the satisfaction of the Principal Member and participating parties. This is an opportunity to report to Council if appropriate.
6.2.2	5.4.3	Amendment	A Panel Manager may dismiss a matter that is referred to them.
-	5.4.5	Amendment	Where the Governance Panel finds that there is a breach of the Code, the outcome of the investigation is to be tabled or summarised in a report to Council.
-	5.4.6 & 5.4.7	Addition	Where no breach is found, reporting requirements are provided in line with the LGA template procedure.

All decision making processes of Council must observe the principles of procedural fairness. This means that Council Members, subject to allegations concerning the Code, are to receive a fair and unbiased hearing before a decision which affects their interests is made.

Previously, the responsibility of receiving, assessing, and managing such complaints rested with the Chief Executive Officer (CEO). Independent from the elected body, it was considered that the CEO was well placed to make decisions free from bias. However, this approach does not reflect the LGA's template procedure. Further, it implies that the CEO has oversight of the elected body.

Administration therefore recommends that, as the Presiding Member of the Council, the Mayor is the most appropriate contact for assessing, referring, and managing such complaints.

Other changes to the procedure are intended to increase transparency. For example, additional opportunities for reporting the outcome of a complaint, even where no breach is found.

Kerbside Waste and Recycling Management Policy

Proposed changes to the Policy are as follows, and are provided at [Attachments 13-21](#):

Old Clause #	Draft Clause #	Type of Change	Changes
-	1.2	Addition	Addition to capture environmental and financial sustainability as a purpose of offering the 3-bin system
-	2.2 (a)	Amendment	Amendment to capture RFID tagging and bin description to capture current practice of describing bin as 'waste to landfill'.
-	2.2(d)	Amendment	Added, 'this service is available for households only' to reflect operational practice.
2.2 (e)	2.2 (e)	Addition	Added clause to capture hard waste service provided by EHA, that has occurred for years but not previously been listed in policy.
2.4	2.4	Amendment	Amendment to specify that two of the five services offered – kitchen organics baskets, and hard waste - are only available to households (current operational practice).
-	3	Amendment/Addition	Definitions of 'Household,' Residential waste to landfill', and 'Multi-Dwelling Development' are amended to match language used in 2.2.
4.2	4.2	Amendment	Amended to add information on fees applicable for extra service
4.4.1, 8.3.1	4.4.1, 8.3.1	Amendment	Annual Lease fees is determined by Council's Fees and Charges, which is determined annually.
-	4.4.6	Addition	Bins are provided as a fee-for-service arrangement, and will not continue to be collected if bins are no longer paid for.
5.1	5.1	Amendment	Updated description to limit to no more than 10 bins presented kerbside, to reflect Council's current practise.
-	5.2	Addition	Added information on options if bin numbers exceed 10 presented kerbside, to match Council's current practise.
-	10	Addition	Vacant allotments are addressed for clarity.
10.2	11.2	Amendment	Change wording from 'deliver' to 'supply', to allow for flexibility of supply options for Council Operations.

Old Clause #	Draft Clause #	Type of Change	Changes
10.1, 10.2, 12	-	Deletion	Procedure removed.
11.2	12.3	Addition	Added definition to direct people to Council website for list of accepted items rather than list individual items
-	13	Addition	Allows provision for refusal of service.

A key change in this policy has been the amendment to service provisions for multi-dwelling developments. The draft policy now reflects Council's limit of no more than 10 bins to be presented kerbside at any time. Amendments were made in discussion with Council's Development Officers. Clarifying this position will ensure kerbside amenity for all residents.

Another change relates to the annual biobag rollout to households. Administration recommends changing of the wording from 'deliver to all households' to 'supply all households', to allow for flexibility in the method of supply for future allocations, dependent on financial and environmental sustainability considerations. The method of supply can be assessed and determined each financial year, and does not need to be specified in the policy.

Further, Council Administration is in the process of revoking outdated and redundant policies from the Policy Manual, which was created as an all-inclusive policy register in 2004. The following clauses of the Policy Manual are superseded by the draft policy, and should be revoked:

2.6.2 Waste Management Services – Residential;

2.6.3 Waste Management Services Commercial; and

2.6.4 Recycling.

Status of Policies

A summary of the status of all existing policies is provided at [Attachment 1](#).

Relevance to Core Strategies / Policy

- *Code of Conduct for Council Members*
- *Communication Protocol*
- *Local Government Act 1999*
- Corporate Governance & Internal Control Framework
- Strategy 4.4 Accountable and people-focused services

Ensuring that protocols and systems are implemented to comply with legislation, is the platform for continuous improvement, instils integrity, and raises confidence in the provision of services to the community.

ATTACHMENTS

- Attachment 1:** Policy Summary
- Attachments 2-12:** Complaint Handling Procedure under the Code of Conduct for Council Members
- Attachments 13-21:** Kerbside Waste and Recycling Management Policy

Policy Review Status Update: July 2020

	Business and Innovation	Community and Planning	Corporate Services	Infrastructure & Environment
Mandatory	Business and Innovation 1 policy total Current Mobile Food Vendor Location Policy	Community and Planning 2 policies total Overdue Building Inspection Policy*** Community Engagement and Consultation Policy	Corporate Services 16 policies total Current Caretaker Policy Code of Practice for Access to Meetings and Documents Council Members Allowances and Benefits Policy Council Members Conferences, Education, and Development Freedom of Information Statement Flying of Flags Policy Informal Gatherings Policy Internal Review of Council Decisions Policy Procurement Policy Public Interest Disclosure Procedure Sale or Disposal of Assets Policy Selection of Road Names Policy In Review Complaints Handling Procedure - Council Members' Code of Conduct Overdue Accounting Policies and Procedures Manual Customer Service Charter Order Making Policy	Infrastructure & Environment - No Mandatory Policies -
Discretionary	Business and Innovation 3 policies total Current Business Use of a Road Policy Temporary Signage Policy Overdue Communication Policy (formerly Social Media)	Community and Planning 9 policies total Current Art Collection Management Policy Community Street Event Policy Community Facility Hire Policy Council Off Street Car Parking Development Fund Policy Development and Associated Public Realm (Urban Corridors) Enforcement Policy Open Space Reserve Fund Policy Volunteer Management Policy Overdue Access to Development Application Plans Policy** Children and Vulnerable Persons Safety Policy	Corporate Services 19 policies total Current Asset Management Policy Budget Framework Policy Corporate Risk Management Policy Council Member Communication Protocol Council Member Records Management Policy Code of Practice for Meeting Procedures Credit Card Policy External Grants Policy Financial Hardship Policy Fraud, Corruption, Misconduct & Malad. Prevention Policy Petition Policy Protection of Information Policy Prudential Management Policy Public Interest Disclosure Policy Rating Policy In Review Policy Manual*	Infrastructure & Environment In Review Kerbside Waste Management Policy In Development Local Traffic Management Policy Urban Street Tree Policy Overdue Narrow Streets Policy Small Memorials in Parks and Reserves Policy Leasing and Licencing Policy

* Administration is gradually revoking all sections of this manual

*** Review has been delayed, policy will be revoked by 1 July 2020 due to legislative changes (Planning, Development, and Infrastructure Act)

DRAFT

Complaints Handling

Procedure under the

Code of Conduct for

Council Members

~~Complaints Handling Procedure~~

Reference Number:	
Type:	Council Policy
Responsibility:	Director Corporate Services
Responsible Officer:	Principal Governance Advisor
Initial Adopted Date:	25 February 2014
Last Review Date:	July 2020
Next Review Date:	Within twelve (12) months of each periodic general election
Legislation:	<i>Local Government Act 1999 Local Government (General) Regulations 2013 Independent Commissioner Against Corruption Act 2012</i>
Related Documents:	Fraud, Corruption, Misconduct & Maladministration Prevention Policy; Caretaker Policy; Council Member Communication Protocol; Code of Conduct for Council Members, as published in the South Australian Government Gazette 29 August 2013; Directions and Guidelines issued by ICAC.

1. Purpose

- 1.1. This Procedure sets out Council's process for handling alleged breaches under Part 2 of the Code of Conduct for Council Members (Behavioural), and the process for action in relation to Part 3 of the Code of Conduct for Council Members (Misconduct, Corruption or Maladministration including criminal matters).
- 1.2. ~~The Procedure also ensures fairness and natural justice to both the person lodging a complaint and the Elected Council Member(s).~~

2. Scope

- 2.1 The Procedure applies when Council receives a complaint against a Council Member under the Code of Conduct for Council Members, as gazetted on 29 August 2013.
- 2.12.2 A copy of the Code may be accessed on the website for the Independent Commissioner Against Corruption, [here](#).

3. Definitions

3.1 Code means the Code of Conduct for Council Members.

3.2 Council means City of Prospect.

3.3 Council Member is a person appointed or elected as a Councillor of a Council, including the Principal Member.

Attachment

3.1. Definitions

3.1.1. Code means the **Code of Conduct for Council Members**.

3.11.1. Council means **City of Prospect**.

3.21.1. Council Member is a person appointed or elected as a Councillor of a Council, including the Principal Member.

3.33.4. Frivolous Complaint means a complaint that lacks substance or merit, or is otherwise trivial in nature.

3.43.5. ICAC Act means the *Independent Commissioner Against Corruption Act 2012*.

3.6. OPI means the Office of Public Integrity.

3.7. Principal Member means the Mayor or the Deputy Mayor.

3.53.8. Vexatious Complaint means a complaint that is made to harass, annoy, delay, or cause detriment to the Council. For example, the complaint is made without reasonable grounds, or comprises false allegations, and cannot possibly succeed.

4. Legislative & Corporate Requirements

4.1. Section 63 of the Local Government Act 1999:

63—Code of conduct for members

(1) The Governor may, by regulation, prescribe a code of conduct to be observed by the members of all councils.

(2) Council members must observe the code of conduct.

5.4. Application of the Procedure

~~6. The Procedure applies when the Council receives a complaint against an Elected Member under the Code of Conduct for Council Members as gazetted on 29 August 2013.~~

6.14.1 Breaches of the Code may relate to behaviour (in Part 2 of the Code), or misconduct (in Part 3 of the Code). Criminal or corruption matters ~~which~~ are subject to separate legislation, and do not form part of the Code of Conduct for Council Members, but are referred to in the appendix. The Procedure covers referral of these types of complaints to other agencies.

7.5. Handling of Complaints

7.15.1 Alleged Breach

7.1.15.1.1 Where an alleged breach occurs, the Complainant should, ~~in writing,~~ report the allegation to Council, in writing, addressed to the CEO. The allegation should:

- Be specific;
- Provide as much supporting evidence as possible to assist an investigation; and
- Provide the name of the Member who has allegedly breached the Code.

Complainants can, at any time, take the alternative option of lodging the complaint with either the Ombudsman or OPI, who will direct the complaint in accordance with the ICAC Act.

7.1.25.1.2 The CEO will be responsible for receiving and managing the processing of a complaint, and will advise the Principal Member (or if it relates to the Principal Member, the Deputy Mayor), of the receipt of the complaint. The CEO-Principal Member (or Deputy Mayor) will conduct an initial assessment. To do so, they will first consider determine whether the complaint relates to:

- ~~should be dismissed;~~
- Behaviour which falls under Part 2 of the Code;
- Misconduct which triggers action under Part 3 of the Code; or
- ~~Criminal or corrupt behaviour.~~
- ~~is trivial, vexatious or frivolous, and accordingly not investigated~~

Complaints relating to serious or systemic misconduct, corruption, maladministration, or criminal behaviour, must be referred to the appropriate authorities immediately (refer- clauses 65.4 and 65.5 below).

Council maintains jurisdiction where the complaint deals with conduct that falls into Part 2 of the Code. Part 2 deals with conduct that reflects reasonable community expectations of how Council Members should conduct themselves. Robust debate within Council, ~~which is~~ conducted in a respectful manner, is not a breach of this Part.

Having regard to the seriousness of the allegation and information provided, the Principal Member may:

- a) Sseek to resolve the matter internally, including through conciliation or mediation – refer clause 5.3 below.
- b) Refer the complaint to an external agency like- the Local Government Governance Panel (Governance Panel), another external provider, the Office of the Ombudsman, or the Office of Public Integrity.
- c) Ddismiss the allegation, with reasons, if it is considered to be vexatious or frivolous— (refer clause 5.2 below)..

7.1.35.1.3 Within three (3) working days of receipt of an allegation, the Member who is the subject of the complaint, will be advised by the CEO Principal Member of about the complaint and its substance. A response will be sought at this time.

7.1.4 If a complaint is determined to be valid under Part 2 of the Code, and having regard to the seriousness of the allegation and information provided by both the complainant and the respondent, the CEO may:

- b) seek to resolve the matter internally
or, if unable to be resolved internally:
- c) offer mediation (this may be relevant if the complaint is between two (or more) Elected Council Members).
- d) refer the complaint to Council
- e) refer the complaint to an independent investigator
- f) refer the complaint to the Local Government Governance Panel

7.1.5 The complainant and the Member will be advised of the manner in which the CEO intends to deal with the complaint.

5.1.4 The CEO will determine an appropriate Council Officer to assist the Principal Member with document management, and liaison with appropriate parties.

—The Council Member and the Complainant will be advised of the manner in which the Principal Member intends to deal with the complaint. The Principal Member must ensure that the principles of natural justice and/or procedural fairness are observed.

5.2 Dismissal of a Matter

- 5.2.1 After making an initial assessment of the matter, the Principal Member may determine that a complaint is frivolous or vexatious, and dismiss the complaint. No further investigation shall be undertaken. The Principal Member will provide a written reason for the decision to the Complainant and the Council Member.
- 5.2.2 Where a complaint is dismissed or withdrawn during the complaint handling process, a report will be provided to a public meeting of Council. The report will include a statement on the outcome of the complaint, but not the details of the allegation.

5.3 Alleged Breach of Part 2 - Internal Response

- 5.3.1 Only matters which are determined to be of a minor nature will be dealt with internally, and only with the agreement of the parties. The Principal Member may hold meetings with the Complainant and the Council Member. This may be appropriate for example, where the Complainant is also a Council Member.
- 5.3.2 The Principal Member will seek advice from the CEO, and may engage an appropriately qualified person to provide professional mediation or conciliation between them, parties in an attempt to resolve the matter to the satisfaction of all parties.

1.1 Alleged Breach of Part 2 - Internal Response

- 1.1.1 Only matters which are determined to be of a minor nature will be dealt with internally and only with the agreement of the parties. The Principal Member may hold meetings with the Complainant and the Council Member. This may be appropriate for example, where the Complainant is also a Council Member.
- 1.1.1 The Principal Member will seek advice from the CEO and may engage an appropriately qualified person to provide professional mediation or conciliation between the parties in an attempt to resolve the matter to the satisfaction of all parties.
- 7.1.6 Where the matter is resolved by the CEO or by mediation, the matter will be closed and no further action will be taken. The CEO will send written confirmation to all parties confirming that the matter has been resolved and provide a report to a public meeting of the Council.
- 5.3.3 Where the matter is resolved by the Principal Member to the satisfaction of all the parties, the matter will be closed and no further action will be taken. The Principal Member will send written confirmation to all the parties confirming that the matter has been resolved, and may provide a report to a public meeting of the Council, if appropriate.

7.1.75.3.4 Where the matter cannot be resolved, the CEO-Principal Member will refer the original complaint to the Local Government Governance Panel, Council or, to an independent investigator, or to the Local Government Governance Panel. Neither the Principal Member nor the CEO will not investigate a complaint.

7.1.85.3.5 A flow chart depicting the process is provided at Attachment 1.

7.25.4 Part 2 – Referral to the Local Government Governance Panel

7.2.15.4.1 Where there has been an allegation that a Council Member has breached Part 2 of the Code, the Principal Member may refer the complaint may be referred to the Local Government Governance Panel by the CEO Principal Member under this procedure, without further reference to Council.

7.2.25.4.2 Complaints referred to the Governance Panel will specify the ground/s of the complaint, set out the circumstances of the complaint, and be accompanied by any other material that is available to support the complaint. A copy of the Governance Panel's procedures is available on-within the Governance Panel webpage, on the Governance Panel webpage on the LGA's website [www.lga.sa.gov.au], under Rules of Engagement. [www.lga.sa.gov.au]

5.4.3 The matter will initially be assessed initially by the Panel Manager, based on the information provided, and The Panel Manager may form a provisional conclusion that further investigation is unnecessary, as it is unlikely to result in a breach finding, or should be referred to another agency, who will determine the process to be followed and the person who will deal with the matter. The Panel Manager will also determine whether the matter may should be dismissed on the basis that if it is frivolous, vexatious, misconceived, or lacking in substance.

7.2.35.4.4 Where a complaint progresses to an investigation, a report will be prepared by the Panel, and will be provided to the Principal Member Council. The report may recommend to Council appropriate action to Council in relation to the matter, including the imposition of any of the sanctions available to a Council under clause 2.25 of the Code (see below).

5.4.5 If, following investigation by the Panel, aA breach of the Part 2 of the Code is found, the breach must be the subject of a report to a public meeting of Council (clause 2.24 of the Code). The report of the Panel may be tabled at the Council meeting. If the report is not tabled, a Council report of the breach will be made in writing, and will include any recommendations made by the Panel. The outcome of the item will be minuted.

The Council may, by resolution, take any of the following actions:

- Take no action;
- Pass a censure motion in respect of the Council Member;
- Request a public apology, whether written or verbal;
- Request the Council Member to attend training on the specific topic found to have been breached;
- Resolve to remove or suspend the Council Member from a position within the Council (not including the Member's elected position on Council); and/or
- Request the member to repay monies to the Council.

5.4.6 Where a report finds no breach of the Code, the report will not be made public, except at the request of the Council Member who was the subject of the complaint. If such a request is made, a copy of the report will be tabled at the next practicable Council meeting. If no such request is received, no further action will be taken;. Although, a summary report may be made to the Council

regarding other observations or recommendations made by the Panel, that are of broader application.

- 5.4.7 The Complainant will be notified by letter of the outcome of the investigation. Where the full investigation report is to be tabled at a Council meeting, the Complainant will be entitled to a copy of the report, at, or following, the Council meeting which receives the report. If the full report is not presented at a Council meeting, the Complainant will not be provided with a copy of the report, as a matter of course.

7.35.5 Appeals

Council will not enter into any process of appeal in relation to Part 2 of the Code. This does not prevent a Complainant from seeking their external appeal rights of review.

7.45.6 Part 3 - Mandatory Code (Misconduct)

7.4.15.6.1 Any person may report an alleged breach of Part 3 of the Code, to Council, the Ombudsman, or the Office for Public Integrity. Alleged breaches of ~~this Part Part 3~~ made to Council, or to the Office for Public Integrity, may be referred to the Ombudsman for investigation.

7.4.25.6.2 Under the Code of Conduct, a Council Member who is of the opinion that a breach of Part 3 of the Code has occurred, or is currently occurring, must report the breach to the Principal Member / CEO of the Council or Chief Executive Officer, the Ombudsman, or the Office of Public Integrity.

7.4.35.6.3 A failure to report an alleged or suspected breach of Part 3 of the Code, is in itself a breach under Part 2 of the Code.

7.4.45.6.4 A failure of a Council Member to co-operate with ~~the~~ Council's process for handling alleged breaches of Part 2 of the Code, may be referred for investigation under Part 3.

7.4.55.6.5 A failure of a Council Member to comply with a finding of an investigation under Part 2 of the Code, adopted by ~~the~~ Council, may be referred for investigation under Part 3.

7.4.65.6.6 Repeated or sustained breaches of Part 2 of the Code by the same Council Member, may be referred, by resolution of ~~the~~ Council, to the relevant authority as a breach of Part 3.

7.4.75.6.7 A report from the Ombudsman that finds a Council Member has breached Part 3 of the Code of Conduct, must be the subject of a report to a public meeting of ~~the~~ Council.

~~The~~ Council must pass a resolution to give effect to any recommendations received from the Ombudsman, within two (2) ordinary meetings of the Council following the receipt of these recommendations.

7.55.7 Criminal Matters – Appendix to the Code of Conduct

7.5.15.7.1 The matters within the Appendix to the Code, are matters for which a criminal penalty attaches. These matters must be reported to the OPI. In addition, allegations of a breach of any of the offence provisions in the *Local Government Act 1999*, must also be reported to the OPI. (See Council's *Fraud, Corruption, Misconduct & Maladministration Prevention Policy* for further information on reporting requirements, or the *Directions and Guidelines* issued by the Independent Commissioner Against Corruption).

7.5.25.7.2 In compliance with the *Independent Commissioner Against Corruption Act 2012*, referral of such complaints to the OPI will remain confidential.

8.6. Access to the Procedure

The Procedure is available to the public:

www.prospect.sa.gov.au

Customer Service, Payinthi, 128 Prospect Road, Prospect SA 5082

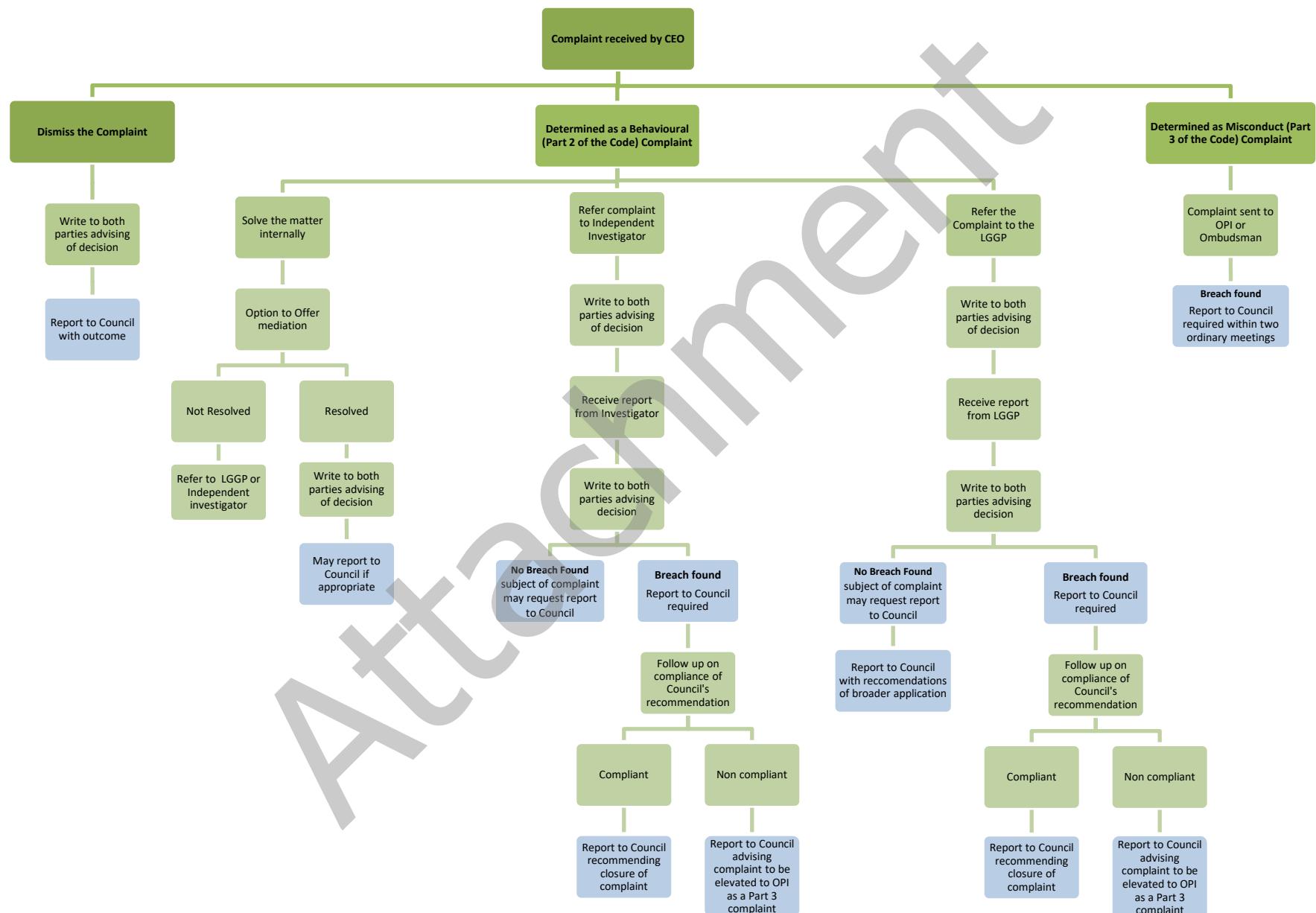
9.7. Further Information

9.17.1 For further information about this Procedure please contact:

Director Corporate Services
City of Prospect
Payinthi, 128 Prospect Road
Prospect SA 5082

Telephone: 8269 5355
Email: admin@prospect.sa.gov.au

**Flow Chart for Managing Complaints
Under the Code of Conduct for Council Members**



Draft Kerbside Waste and Recycling Management Policy



Reference Number:	CR18/58985
Type:	Council Policy
Responsibility:	Director Infrastructure and Environment
Responsible Officer (s):	Environment and Sustainability Officer
Initial Adopted Date:	23 February 2010
Last Review Date:	19 April 2011
Next Review Date:	July 2024
Legislation:	<i>Nil.</i>
Related Documents:	City of Prospect By-Law 6 – Waste Management. City of Prospect Fees and Charges Register Waste and recycling information on Council's website: www.prospect.sa.gov.au

1 Purpose

- 1.1 The Kerbside Waste and& Recycling Management Policy (the "Policy") sets out the entitlement of properties to a kerbside waste and recycling collection service in City of Prospect.
- 1.2 This Policy provides guidance will assist in the provision of an environmentally and financially sustainable and efficient kerbside waste and recycling service for the community, and assist with the minimisation of waste material directed sent to landfill from the City of Prospect.

1.1.3

2 Scope

- 2.1 Applies to all properties within the designated kerbside waste and recycling collection area provided by Council.
- 2.2 Through the implementation of the Policy, Council will provide a kerbside waste and recycling collection service consisting of:
- (a) 140 litre Radio Frequency Identification Device System (RFID) enabled residual waste to landfill (red lid) Mobile Garbage Bin (MGB) collected weekly;
 - (a)(b) 240 litre RFID enabled recycling (yellow lid) MGB collected fortnightly;
 - (b)(c) 240 litre RFID enabled food and garden organics (lime green lid) MGB collected fortnightly;
 - (d) One x 8 litre kitchen organics basket with an annual supply of 150 compostable bags. This service is available for households only.
 - (e) At call hard waste collection, limited to three free collections per financial year, for . This service is available to households only.
- 2.3 All separate assessments are entitled to access one set of the three bins as described in 2.2 above, except where provided separately in this policy (see clause 5.1 & 5.2 for multi-dwelling developments).
- 2.4 Services 2.2 (d) and (e) are available to households only. the bins as described in 2.2 above. Variations to this will be by written consent of Council only.
- 2.4.5 This service assists ratepayers and residents to reduce the amount of household waste going to landfill, by diverting recyclable and green organic matter (including food waste) from the waste system through regular collection services.

3 Definitions

- 3.1 "MGB" is a Mobile Garbage Bin
- 3.2 "Bin" is either a 140L or 240L Mobile Garbage Bin
- 3.3 "The Act" means the *Local Government Act 1999, as amended*
- 3.4 "Assessment" is rateable land as defined in The Act
- 3.5 "Council" means City of Prospect including any of its authorised representatives or staff under delegated authority of Council.
- 3.53.6 "Household" means a residential dwelling property, whether a house, townhouse, unit or other living unit.
- 3.63.7 "Residual waste to landfill" is that part of the waste stream remaining after the removal of Recyclables and Organics, and includes refuse and rubbish.
- 3.73.8 "Food and Garden Organics" means domestic organic matter as nominated by Council and ~~which are~~ published on Council's website "Recyclables" means containers, packages and products as nominated by Council and ~~which are~~ published on Council's website:
- 1.03.9 "Compostable bags" means compostable bags that meet Australian Standard AS 4736-2006 and are used to line the ~~Kitchen Organics Containers basket~~.
- 3.83.10 "Waste" means any discarded object or material (whether or not it has any apparent value)
- 3.93.11 "RFID system" means Radio Frequency Identification Device ~~s~~System.
- 3.12 "Granny Flat" means detached independent accommodation located on the same allotment as the main dwelling.
- 3.13 "Multi-dwelling Development" means dwellings in residential flat buildings, group dwellings, or other any type of dwelling within a strata or community corporation.
- 3.103.14 "Environmental Protection Act" means the *Environmental Protection Act 1993, as amended*.

4 Provision of Additional Bins

- 4.1 Additional bins are to be consistent with the following:
- Recycling – 240L, yellow lid;
 - Food and Garden Organics – 240L, lime green lid.
- 4.2 No additional residual waste to landfill bins will be provided, unless extenuating circumstances can be demonstrated and a request is submitted in writing to Council (e.g. medical conditions, large families with six or more adults). If an additional bin is approved, it is subject to compliance with the requirements described in 4.5.4.

- 4.3 The presence of a 'granny flat' is not sufficient grounds for the provision of an additional waste to landfill bin. Recycling and Food and Garden Organics bins may be leased for use by an occupant(s) of a 'granny flat'.
- 4.4 Households will have access to additional recycling and food and garden organics bins subject to compliance with the following requirements:
- 4.4.1 Additional bins will be provided ~~by upon payment of way of~~ an Annual Lease Fee ~~at a cost of \$135151.00 (+incl. GST)~~ per bin as described in Council's Fees and Charges Register.
- 4.4.2 Additional bins will be provided by way of annual lease agreement between Council and the Resident.
- 4.4.3 Residents must advise Council in writing if they wish to cease the annual lease agreement.
- 4.4.4 The annual lease fee is provided for a financial year from 1 July - 30 June every year.
- 4.4.5 A half year lease will be available from 30 December at a reduced fee and will provide access to a bin from 1 January - 30 June every year.
- 4.4.6 These bins will be required to be returned to the Council, should the property cease to require and pay for the additional service.

5 Multi-dwelling developments

- 5.1 Owners of units in multi-dwelling complexes are entitled to access all three bins provided the number of bins presented for kerbside collection is no more than 10 at any one time.
- 5.2 Where the number of bins to be collected kerbside is 10 or more at any one time the sharing of bins is encouraged. The owners or strata management/community corporation may:
- Choose, with agreement of Council, to share a combination of bins provided no more than 10 are presented kerbside at any one time. Any sharing arrangements will need to maintain waste collection standards to the satisfaction of Council, and must include all three waste streams: waste to landfill, recycling and food and garden organics.
 - May organise for an on-site shared waste collection arrangement with a private waste contractor. Collection provisions must be made for all three waste streams: waste to landfill, recycling and food and garden organics.
- 5.1 Owners of units in multi-dwelling complexes are entitled to access all three bins, however the owner may choose, with agreement of Council, to share a combination of bins. Any sharing arrangements will need to maintain waste collection standards to the satisfaction of Council. New multi-dwelling developments Waste Management Plan must be submitted to Council by developers for approval. Council may decide that these development require shared waste collection arrangements and collection of waste by private contractors not Council.

6 Commercial Premises

- 6.1 All commercially rated properties are entitled to access the kerbside waste management system as described in 2.2 and 2.3 of this Policy for the disposal and recycling of domestic levels of waste.
- 6.2 No additional bins over and above the single set of three bins will be provided to commercially rated properties. Any waste requirements over and above the three bin system are deemed to be commercial in scale and as such suitable waste management arrangements are the responsibility of the business.

7 Schools

- 7.1 Council will provide schools with the three bin system for use as an educative tool not as a collection option for all waste needs. Request to access the three bin system, as an educational tool, must be submitted in writing to Council.
- 7.2 Educational material will accompany any bins to be used by schools as part of their waste education programs.

8 Kindergartens and Child Care Centres

- 8.1 Kindergartens and Child Care Centres are entitled to access the kerbside waste system.
- 8.2 Additional bins for Kindergartens and Child Care Centres will be subject to an assessment of user need and must be consistent with the following:
 - Residual waste to landfill – 140L, red lid
 - Recycling – 240L, yellow lid
 - Food and Garden Organics – 240L, lime green lid
- 8.3 Access to additional bins is subject to compliance with the following requirements:
 - 8.3.1 Additional bins will be provided by way of an annual lease fee for each additional bin as described in Council's Fees and Charges Register at a cost of \$135.00 (+GST) per bin or may be provided free of charge to not for profit child care centres and kindergartens that can demonstrate a commitment to recycling and composting.

9 Community Groups and Not for Profit Organisations

- 9.1 Community groups and not for profit organisations are entitled to access the kerbside waste system.
- 9.2 Community groups and not for profit organisations can access additional bins subject to an assessment of user need and must be consistent with the following:

- Residual waste to landfill – 140L, red lid
 - Recycling – 240L, yellow lid
 - Food and Garden Organics – 240L, lime green lid
- 9.2.1 Additional bins will be provided free of charge provided the community group or not for profit organisation can demonstrate a commitment to recycling and composting.

10 Vacant Allotments

10.1 Vacant allotments are not entitled to access the kerbside waste and recycling collection service.

10.11 Provision of kitchen baskets for the collection of kitchen organics/food organics

11.1 Council has provided each household with a kitchen basket. New residents without a kitchen organics basket at their property can contact Customer Service and be issued to request a kitchen organics basket.

11.2 Council will supply a roll of 150 compostable (corn starch) bags each financial year to each household... .

Council will has provided each household with a kitchen basket. If you are a new resident and your house does not have a kitchen organics basket contact East Waste directly to complete a form to receive a kitchen organics basket.

10.1 Council will supply and 150 compostable (corn starch) bag roll annual to residents. Council will deliver an annual supply of 150 compostable bags to each household at the beginning of each financial year. Council will supply one tear-off voucher within the My Prospect Magazine (SEASON) edition to each household for this. To collect the free roll, bring the tear-off voucher in person to Prospect Community Hub, Library & Innovation Centre.

10.2 Council will provide one additional roll of 75 compostable bags per household free of charge subject to the following:

10.2.1 The household can demonstrate appropriate use of the kitchen organics basket.

10.2.2 That the request for additional bags has been received between February and June in any financial year.

10.2.3 The corresponding budget has not been fully expended.

10.3 Additional rolls of compostable bag requests above the free annual supply that do not meet the above criteria are will not be provided by Council. Residents can purchase compostable rolls at their own cost, use newspaper to line the basket or place their food and garden organics directly into the bin without wrapping. Residents can purchase rolls elsewhere at their own cost price ensuring they are marked compostable.

11.2 Ownership of Bins

11.12.1 Council will retain ownership of all bins (140L Residual waste to landfill, 240L Recycling, 240L Food and Garden Organics), including any additional bins.

12.2 Repairs/replacements of MGBs are the responsibility of Council.

General Use of Bins

Bins are to be placed on the kerb by 6:00am on the day of pick up or the night before should

There should be a maximum of two bins presented on the kerbside, per rated property on any given collection day.

Bins must be removed from kerbside within 24 hours of collection. Bin left out can become hazards for pedestrians, block vision of vehicles and can encourage illegal dumping of rubbish. Bin left out over 24 hours may be removed by Council.

Bins are required to be presented with wheels towards properties.

Bins to be placed 30cm apart and where possible one metre from surrounding objects (such as poles, trees, cars) with clearance from overhead objects. Bins should not be placed Do not place bins behind parked cars on the road or in bicycle lanes (fines may occur).

Ensure materials placed in bins are not packed too tightly, make sure the lid of bins are closed and do not overfill bins.

11.2 Hazardous substances are prohibited from collection by the Council waste collection service. Prohibited waste means hazardous materials as nominated by Council and published on Council's website

13 Refusal of Service

13.1 Service may be refused for:

- Failing to use an approved MGB;
- Placing prohibited waste out for collection;
- Placing an MGB that weighs more than 60kg out for collection;
- Failing to place the MGB in a location that can be reached by the collection vehicle; and
- Failing to use the MGBs correctly, leading to contamination of recyclables and organics.

13.2 Council may reserves the right to cease a collection service where there is repeated misuse of the MGB.

13.3 Council may reserves the right to refuse service where it is impractical to collect, store or present MGBs or where as part of planning approval conditions, responsibility for waste management is passed to the owner/occupier.

13.4 Bins are not collected from other than a kerbside location unless prior arrangements including a signed agreement that indemnifies Council and the collection contractor against any claims for damages from the property owner or occupier.

13.5 If the service is withdrawn and then subsequently reinstated Council reserves the right to pass on the cost of the re-delivery of the bins.

1214 Review

12.114.1 The Policy will be reviewed in line with Council's Corporate Governance Framework.

12.2 The Director Infrastructure Assets & Environment & Planning has the discretion to vary the Policy upon written application.

1315 Access to the Manual

13.115.1 The Policy is available for public inspection on Council's website www.prospect.sa.gov.au and from Customer Service at Payinthi, 128 Prospect Road, Prospect SA 5082.

1416 Further Information

14.116.1 For further information about this policyPolicy please contact:

Director Infrastructure & Environment
City of Prospect
128 Prospect Road
Prospect SA 5082

Ph 8269 5355
Email: admin@prospect.sa.gov.au

AGENDA ITEM NO.:**10.10****TO:** Council on 28 July 2020**DIRECTOR:** Ginny Moon, Director Corporate Services**REPORT AUTHOR:** Meg Mackie, Governance Officer**SUBJECT:** Review of Confidential Items 2020

1. EXECUTIVE SUMMARY

Section 91(9)(a) of the *Local Government Act 1999*, requires Council to review all confidentiality orders that operate for a period exceeding one year. This report provides Council with a status on documents currently held in confidence.

Council currently has thirty-three items in confidence (as reflected in the Register of Confidential Items in Attachments 1-5). This review will only include thirty-one items considered in confidence up to the April 2020 Council meeting, therefore excluding the two confidential items considered at the May and June meetings.

Out of the thirty-one items in confidence, Administration recommends that:

- 3 items to be released in full
- 3 items to be released in part, with only the minutes being released, while the report and attachments remain in confidence, until Council has consulted the relevant parties
- 25 items are to remain in confidence:-
 - 9 do not require new confidentiality orders, therefore they will remain in confidence unaltered;
 - 16 to be retained in confidence, orders to be altered or remade by Council resolution, due to:
 - The previous order lapsing within the upcoming year;
 - The previous order having already lapsed, but the relevant parties have not yet been consulted; and/or
 - The sensitive commercial matters to which the order relates, and the power to review and revoke the order, should be delegated to the Chief Executive Officer (CEO).

Administration is reviewing the current practice for documents held in confidence, and has implemented a number of changes in order to promote increased transparency and disclosure in the future.

One such key change is to delegate the power to review or revoke confidentiality orders on commercially sensitive items to the CEO. This is appropriate as these items require ongoing consultation with third parties, and will enable their release as soon as practically possible.

Other changes suggest limiting the amount of sensitive information provided in confidential documents, to only that directly relevant to a Council decision.

The Register of Confidential Documents (as provided at Attachments 1-5), and the Register of Documents Released from Confidence (as provided at Attachment 6), will be published on the website and updated accordingly.

2. RECOMMENDATION

- (1) **Council having considered Item 10.10 Review of Confidential Items 2020, receives and notes the report.**
- (2) **Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report and Attachments for Item 23.2 of 28 February 2017, concerning the Recommendation for Award of Waste Contract, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the tenderers, and that these orders may be revoked/reviewed by Council or the CEO, with a review at least once every year.**
- (3) **Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report and Attachments for Item 14.1 of 27 April 2017, concerning the Award of Waste Contract, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the tenderers, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.**
- (4) **Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report for Item 4.1 of 9 May 2017, concerning the Award of Waste Contract, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the tenderers, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.**
- (5) **Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report and Attachments for Item 19.1 of 24 September 2019, concerning the CEO Recruitment Process and Appointment, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept**

confidential until September 2024, and that this order be reviewed by Council at least once every year.

- (6) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report, Attachments, and Minutes for Item 16.2 of 24 March 2020, concerning the Chief Executive Officer Performance Development Review Committee Meeting Minutes, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until September 2024, and that this order be reviewed by Council at least once every year.
- (7) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report for Item 18.1 of 22 January 2019, concerning the Supported Residential Facilities Act Licensing – Clifford House be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (8) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report and Attachments for Item 19.2 of 24 April 2018, concerning the Update on the Disposal of Recyclable Material, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the person or business, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (9) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report, Attachments, and Minutes for 18.1 of 23 April 2019, concerning the East Waste Recycling Contract, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the person or business, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (10) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report, Attachments, and Minutes for Item 3.1 of 5 September 2017, concerning the Selection of Architects for the Community Hub, Library, and Innovation Centre Project, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the person or business, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (11) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on

the Attachments for Item 3.1 of 12 September 2017, concerning the Selection of Architects for the Community Hub, Library, and Innovation Centre Project be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the person or business, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.

- (12) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Attachments for Item 3.1 of 6 February 2018 concerning the Appointment of Managing Contractor for the Construction of the Community Hub, Library, and Innovation Centre, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the person or business, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (13) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report and Attachments for Item 8.1 of 24 April 2019, concerning the Appointment of Managing Contractor for the Construction of the Community Hub, Library, and Innovation Centre, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the person or business, and that these orders may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (14) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Attachments for Item 23.1 of 26 September 2017, concerning the Sale of 132-134 Prospect Road, Prospect, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (15) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report, Attachments, and Minutes for Item 18.2 of 19 December 2017, concerning the Sale of 82 Johns Road and 218 Main North Road, Prospect, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until an agreement has been reached and the information therein no longer prejudices the commercial position of Council, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (16) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report, Attachments, and Minutes for Item 3.2 of 6 February 2018,

concerning the Sale of 82 Johns Road and 218 Main North Road, Prospect, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until an agreement has been reached and the information therein no longer prejudices the commercial position of Council, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.

- (17) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report, Attachments, and Minutes for Item 3.1 of 13 February 2018, concerning the Sale of 82-90 Johns Road and 218 Main North Road, Prospect, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until an agreement has been reached and the information therein no longer prejudices the commercial position of Council, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (18) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report and Minutes for Item 16.1 of 24 March 2020, concerning the Sale of 82-90 Johns Road and 218 Main North Road, Prospect, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until an agreement has been reached and the information therein no longer prejudices the commercial position of Council, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (19) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report, Attachments and Minutes for Item 18.1 of 17 December 2019, concerning Recycling Legal Matter, be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential, and that this order may be revoked/reviewed by Council or the CEO, with a review at least once every year.
- (20) Council hereby orders in accordance with section 91(7) and (9) of the *Local Government Act 1999*, that the existing Confidentiality order on the Report and Attachments for Item 18.1 of 27 February 2018, concerning a Waste Disposal Contract, , be remade based on the 'Reasoning' provided in Attachments 1-5 and kept confidential until the commercial information contained within does not pose a commercial impact on the tenderers, and that these orders may be revoked/reviewed by the Council or the CEO, with a review at least once every year.
- (21) That in accordance with section 90(7) of the *Local Government Act 1999*, the documents included within the register attached to this report (Attachments 1-5), which have been identified to remain confidential, are retained in confidence in accordance with the existing confidentiality orders on each of those documents, except where Council has separately resolved to release the documents by revoking the confidentiality orders.

(22) That the confidentiality order on the:

- (a) The Minutes for Item 18.1 Waste Disposal Contract of 27 February 2018 be revoked (as provided in Attachment 6), as the minutes relating to this item, due to the passing of time, no longer contain any confidential information.
 - (b) The Minutes for Item 14.1 Award of Waste Contract of 27 April 2017 be revoked (as provided in Attachment 6), as the minutes relating to this item, due to the passing of time, no longer contain any confidential information.
 - (c) The Minutes for Item 4.1 Award of Waste Contract of 9 May 2017 be revoked (as provided in Attachment 6), as the minutes relating to this item, due to the passing of time, no longer contain any confidential information.
 - (d) The Report, Attachments, and Minutes for Item 24.4 Digital Economy Strategy: 2014-2018 of 25 March 2014 be revoked (as provided in Attachment 6), as the information contained in these documents is publically available, and therefore no longer poses a commercial impact on a person or business.
 - (e) The Attachments for Item 23.1 Eastern Waste Management Authority Membership of 21 June 2017 be revoked (as provided in Attachment 6), as the information contained in these documents is publically available, and there is no need to retain these items in confidence.
 - (f) The Report, Attachments, and Minutes for Item 16.1 Appointment of East Waste Independent Chair of 28 January 2020 be revoked (as provided in Attachment 6), as the information contained in these documents is publically available, and there is no need to retain these items in confidence.
-

3. DISCUSSION

Section 90(1) of the *Local Government Act 1999*, provides that a meeting of Council must be conducted in a place open to the public, unless Council has made an order to exclude the public. Council may only exclude the public when receiving, discussing, and considering a matter which is listed in section 90(3) of *Local Government Act 1999*.

Having considered a matter in confidence, Council may make an order to keep each of a report, attachment/s, and resolution (or a combination of each), in confidence under section 91(7) of *Local Government Act 1999*.

An order of confidence must specify the duration of the order, the circumstances in which the order will cease to apply, or a period after which the order must be reviewed. In any

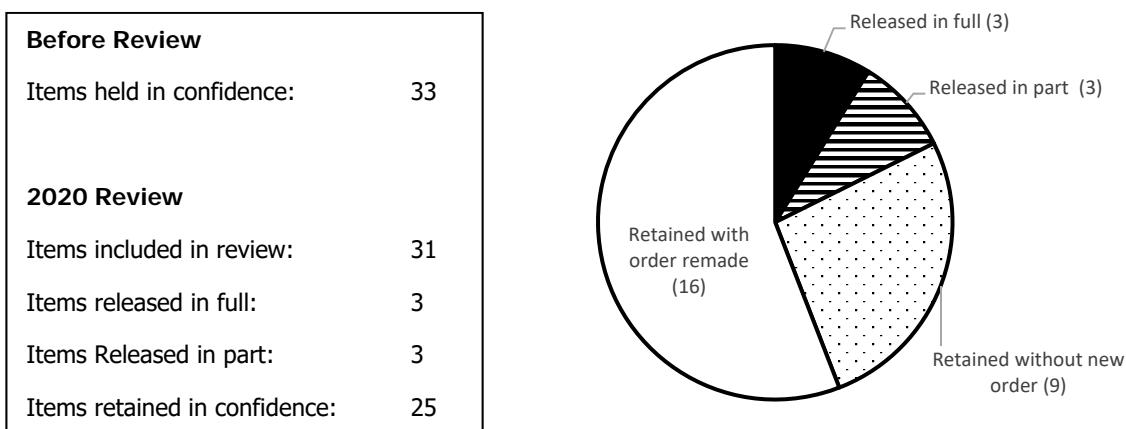
event, an order that operates for a period exceeding 12 months, must be reviewed at least once every year.

Outcome of the Review

During the annual review, recommendations are made to Council whether to release or retain items in confidence.

If Council wishes to maintain confidentiality over an item which is due to be released within the upcoming year, the order over the documents must be remade. Council is required to remake confidential orders prior to the expiry date, otherwise the information retained in confidence should be automatically released. Note that since the last review date, seven of the orders have lapsed. Administration recommends that these orders be remade, while the relevant parties are consulted. Releasing sensitive personal, commercial, or legal information without proper consultation, exposes Council to the risk of litigation.

Figure 1: Outcome of 2020 Review of Confidential Items



The outcome of the review is that twenty-five items are to remain in confidence. Of these items, it is recommended that sixteen of the existing orders be altered, or remade. Many of these orders are remade so that the power to release the document is given to the CEO. This will allow Administration to consult relevant parties, and release items immediately thereafter. This is reflected by the Register of Confidential Items (as provided at [Attachments 1-5](#)).

Further, Administration has recommended that six items be released from confidence. Three items of the six are to be released in full. The remaining three are to be released in part, with only the minutes being made available, while the report and attachments remain in confidence until Council has consulted the relevant parties. These documents are detailed in the Register of Documents Released from Confidence (as provided at [Attachment 6](#)).

In an effort to increase accountability and transparency, Administration is reviewing its framework and practice for documents held in confidence.

Current Challenges

The following are three challenges of the existing framework for documents held in confidence:

- Long-standing Commercial items held in confidence require on-going consultation in order to enable release, but are to be reviewed by Council annually;
- Confidential reports often contain attachments with commercially sensitive documents not directly relevant to Council decisions; and
- Documents released from confidence are not adequately presented on the website.

The following **changes to practice** are proposed to address the above challenges:

1. The CEO is to be delegated the power to review and revoke confidentiality orders on commercially sensitive items. This is appropriate as these items require ongoing consultation with third parties, and will enable their release as soon as practically possible.

Administration recommends orders over commercially sensitive items are to be remade, delegating the power to review and revoke to the CEO. The remade orders require Council endorsement. Template resolutions for these orders will be updated accordingly, and will be provided to relevant Council staff.

2. Administration will provide sensitive information in confidential documents only where directly relevant to a Council decision. For example:

- When assessing offers for tender or sale of property, company names will be redacted or replaced with 'Company A', or 'Company B', etc.
- Competitive commercial information, such as costing strategy or intellectual property, will not be provided to Council. It is the role of the Tender Assessment Panel to consider this information when evaluating offers.

By excluding names and competitive information to Council, the documents can be made public promptly after the decision is made. This is a change in practice when preparing confidential reports/attachments, and does not require Council endorsement.

3. Both the 'Register of Confidential Items' and the 'Register of Documents released from Confidence' will be published on the website, and updated accordingly. This is in line with Ombudsman's recommendations and reflects best practice.

Relevance to Core Strategies / Policy

- This report addresses matters of public integrity, responding to specific legislation requirements under the *Local Government Act 1999* Section 91.
- Strategy 4.4 Accountable and people-focused services
Council seeks to demonstrate strong leadership and to ensure that the community is confident in its leaders, by demonstrating a transparent and accountable approach, with the aim of modelling best practice.

ATTACHMENTS

Attachments 1-5: Register of Confidential Items

Attachments 6: Register of Documents Released from Confidence

Register of Confidential Items

as at 28 July 2020

Recommendation number	Topic	Date of Original Order	Outcome of annual review	Item Title and Description	Nature of Confidentiality under LG Act	Reasoning	Status of Item	Confidential Element
2	Award of Waste Contract	28/02/2017	Remade - delegation given to CEO	Item 23.2 Recommendation for Award of Waste Contract	90(3)(d) 90(3)(h) 90(3)(k)	The competitive commercial information of tenders and legal advice received by Council in concerns to consideration of those tenders; and The public interest in disclosing the information is outweighed by section 90(3)(d),(h) and (k) of the Local Government Act 1999, as the information the disclosure of which: (i) Could reasonably be expected to prejudice the commercial position of the person who supplied the information, or confer a commercial advantage on a third party; (ii) Is a Tender for the Provision of services; and (iii) Considers legal advice supplied to Council.	Contract Signed. Recommended for release pending consultation with third parties.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
3	Award of Waste Contract	27/04/2017	Remade - delegation given to CEO	Item 14.1 Award of Waste Contract	90(3)(d) 90(3)(h) 90(3)(k)	The competitive commercial information of tenders and legal advice received by Council in concerns to consideration of those tenders; and The public interest in disclosing the information is outweighed by section 90(3)(d),(h) and (k) of the Local Government Act 1999, as the information the disclosure of which: (i) Could reasonably be expected to prejudice the commercial position of the person who supplied the information, or confer a commercial advantage on a third party; (ii) Is a Tender for the Provision of services; and (iii) Considers legal advice supplied to Council.	Contract Signed. Recommended for release pending consultation with third parties.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
4	Award of Waste Contract	9/05/2017	Remade - delegation given to CEO	Item 4.1 Award of Waste Contract - Commercial Information and Tender	90(3)(d) 90(3)(h) 90(3)(k)	The competitive commercial information of tenders and legal advice received by Council in concerns to consideration of those tenders; and The public interest in disclosing the information is outweighed by section 90(3)(d),(h) and (k) of the Local Government Act 1999, as the information the disclosure of which: (i) Could reasonably be expected to prejudice the commercial position of the person who supplied the information, or confer a commercial advantage on a third party; (ii) Is a Tender for the Provision of services; and (iii) Considers legal advice supplied to Council.	Contract Signed. Recommended for release pending consultation with third parties.	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Attachment** <input type="checkbox"/> Minutes*
5	CEO Recruitment 2019	24/09/2019	Remade - lapsed	Item 19.1 CEO Recruitment Process and Appointment	90(3)(a)	(a) Confidential personal information regarding conditions of the employment contract for the position of CEO; and (b) The public interest in disclosing the information is outweighed by section 90(3)(a) of the Local Government Act 1999, as the information the disclosure of which, would involve the unreasonable disclosure of information concerning the personal affairs of any person.	Maintains personal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
6	CEO Performance Review	24/03/2020	Remade - Timeframe for order included	Item 16.2 Chief Executive Officer Performance Development Review Committee Meeting Minutes	90(3)(a)	(a) Confidential personal information regarding the performance of the CEO; and (b) The public interest in disclosing the information is outweighed by section 90(3)(a) of the Local Government Act 1999, as the information the disclosure of which, would involve the unreasonable disclosure of information concerning the personal affairs of the CEO.	Maintains personal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes

* This part of the item has been released from confidence, or was never kept in confidence

** This item did not contain attachments

Register of Confidential Items

as at 28 July 2020

Recommendation number	Topic	Date of Original Order	Outcome of annual review	Item Title and Description	Nature of Confidentiality under LG Act	Reasoning	Status of Item	Confidential Element
7	Clifford House	22/01/2019	Remade - lapsed	Item 18.1 Supported Residential Facilities Act Licensing - Clifford House	90(3)(h) 90(3)(i)	(a) Specific legal advice from the Eastern Health Authority's solicitors and proceedings in the District Court of South Australia; and (b) The public interest in disclosing the information is outweighed by section 90(3)(h) and (i) of the Local Government Act 1999, as the information to be received, discussed, or considered in relation to this Agenda Item, is legal advice and further relates to actual litigation.	Maintains legal relevance.	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Attachment** <input type="checkbox"/> Minutes*
8	Disposal of Recyclable Material	24/04/2018	Remade - lapsed & delegation given to CEO	Item 19.2 Update on the disposal of recyclable material	90(3)(d)	(a) Though not a trade secret, the competitive commercial information of a third party; and (b) The public interest in disclosing the information is outweighed by section 90(3)(d), of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.	Contract Signed. Recommended for release pending consultation with third parties.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
9	Disposal of Recyclable Material	23/04/2019	Remade - lapsed & delegation given to CEO	Item 18.1 East Waste Recycling Contract	90(3)(d) 90(3)(k)	(a) Though not a trade secret, the competitive commercial information of a third party; and (b) The public interest in disclosing the information is outweighed by section 90(3)(d) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.	Contract Signed. Recommended for release pending consultation with third parties.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
10	Payinthe Planning	5/09/2017	Remade - lapsed & delegation given to CEO	Item 3.1 Selection of Architects for the Community Hub, Library and Innovation Centre Project	90(3)(d)	(a) Though not a trade secret, the competitive commercial information of a third party; and (b) The public interest in disclosing the information is outweighed by section 90(3)(d) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.	Project Completed. Recommended for release pending consultation with third parties.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
11	Payinthe Planning	12/09/2017	Remade - lapsed & delegation given to CEO	Item 3.1 Selection of Architects for the Community Hub, Library and Innovation Centre Project	90(3)(d)	(a) Though not a trade secret, the competitive commercial information of a third party; and (b) The public interest in disclosing the information is outweighed by section 90(3)(d) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.	Project Completed. Recommended for release pending consultation with third parties.	<input type="checkbox"/> Report* <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*

* This part of the item has been released from confidence, or was never kept in confidence

** This item did not contain attachments

Register of Confidential Items

as at 28 July 2020

Recommendation number	Topic	Date of Original Order	Outcome of annual review	Item Title and Description	Nature of Confidentiality under LG Act	Reasoning	Status of Item	Confidential Element
12	Payinthi Planning	6/02/2018	Remade - delegation given to CEO	Item 3.1 Appointment of Managing Contractor for the Construction of the Community Hub, Library and Innovation Centre	90(3)(d)	(a) Though not a trade secret, the competitive commercial information of a third party; and (b) The public interest in disclosing the information is outweighed by section 90(3)(d) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.	Project Completed. Recommended for release pending consultation with third parties.	<input type="checkbox"/> Report* <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
13	Payinthi Planning	24/04/2019	Remade - lapsed & delegation given to CEO	Item 8.1 Community Hub, Library and Innovation Centre (CLIC) – Risk and Financial Management Report and Project Prudential Report Update	90(3)(d)	(a) Though not a trade secret, the competitive commercial information of a third party; and (b) The public interest in disclosing the information is outweighed by section 90(3)(d) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.	Project Completed. Recommended for release pending consultation with third parties.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
14	Sale of 132-134 Prospect Road	26/09/2017	Remade - delegation given to CEO	Item 23.1 Sale of 132-134 Prospect Road, Prospect	90(3)(d)	(a) Competitive commercial information of third parties contained within offers to purchase the property from Council; and (b) The public interest in disclosing the information is outweighed by section 90(3)(d) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.	Settlement reached. Recommended for release pending consultation with third parties.	<input type="checkbox"/> Report* <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
15	Sale of 82 Johns Road and 218 Main North Road	19/12/2017	Remade - delegation given to CEO	Item 18.2 Sale of 82 Johns Road and 218 Main North Road, Prospect	90(3)(b)	(a) Various offers from commercial parties as a part of an ongoing negotiation to purchase the property from Council; and (b) The public interest in disclosing the information is outweighed by section 90(3)(b) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting business, and would prejudice the commercial position of Council, thereby impacting Council's ability to obtain the best outcome for the community.	Information remains relevant to the commercial position of Council.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
16	Sale of 82 Johns Road and 218 Main North Road	6/02/2018	Remade - delegation given to CEO	Item 3.2 Sale of 82 Johns Road and 218 Main North Road, Prospect	90(3)(b)	(a) Various offers from commercial parties as part of an ongoing negotiation to purchase the property from Council; and (b) The public interest in disclosing the information is outweighed by section 90(3)(b) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting business, and would prejudice the commercial position of Council, thereby impacting Council's ability to obtain the best outcome for the community.	Information remains relevant to the commercial position of Council.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes

* This part of the item has been released from confidence, or was never kept in confidence

** This item did not contain attachments

Register of Confidential Items

as at 28 July 2020

Recommendation number	Topic	Date of Original Order	Outcome of annual review	Item Title and Description	Nature of Confidentiality under LG Act	Reasoning	Status of Item	Confidential Element
17	Sale of 82 Johns Road and 218 Main North Road	13/02/2018	Remade - delegation given to CEO	Item 3.1 Sale of 82-90 Johns Road and 218 Main North Road, Prospect	90(3)(b)	(a) Various offers from commercial parties as part of an ongoing negotiation to purchase the property from Council; and (b) The public interest in disclosing the information is outweighed by section 90(3)(b) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting business, and would prejudice the commercial position of Council, thereby impacting Council's ability to obtain the best outcome for the community.	Information remains relevant to the commercial position of Council.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
18	Sale of 82 Johns Road and 218 Main North Road	24/03/2020	Remade - delegation given to CEO	Item 16.1 Sale of 82-90 Johns Road and 218 Main North Road, Prospect	90(3)(b)	(a) Various offers from commercial parties as part of an ongoing negotiation to purchase the property from Council; and (b) The public interest in disclosing the information is outweighed by section 90(3)(b) of the Local Government Act 1999, as the information the disclosure of which, could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting business, and would prejudice the commercial position of Council, thereby impacting Council's ability to obtain the best outcome for the community.	Information remains relevant to the commercial position of Council.	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Attachment** <input checked="" type="checkbox"/> Minutes
19	Recycling legal Matter 2019	17/12/2019	Remade- due to lapse in 2020	Item 18.1 Recycling Legal Matter	90(3)(h)	(a) Legal advice received by Council; and (b) The public interest in disclosing the information is outweighed by section 90(3)(h) of the Local Government Act 1999, as disclosure of the information would, on balance, be contrary to the public interest, and could reasonably be expected to prejudice the maintenance of law.	Maintains legal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
20	Waste Disposal Contract	27/02/2018	Remade - delegation given to CEO	Item 18.1 Waste Disposal Contract	90(3)(d) & (k)	The competitive commercial information of tenders and legal advice received by Council in concerns to consideration of those tenders; and The public interest in disclosing the information is outweighed by section 90(3)(d) and (k) of the Local Government Act 1999, as the information the disclosure of which: (i) Could reasonably be expected to prejudice the commercial position of the person who supplied the information, or confer a commercial advantage on a third party; (ii) Is a Tender for the Provision of services; and (iii) Considers legal advice supplied to Council.	Contains competitive commercial information which would still pose a commercial impact on third parties.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
21	Cancellation of licence for Emily Grove	25/10/2005	Retained 28/07/2020	Item 21.4 Supplementary Report - Supported Residential Facility - Proposed cancellation of licence for Emily Grove	90(3)(a) 90(3)(d) 90(3)(h)	Contains personal information financial affairs; criminal records and involves potential litigation	Maintains legal relevance.	<input checked="" type="checkbox"/> Report** <input checked="" type="checkbox"/> Supp.Report** <input checked="" type="checkbox"/> Minutes
21	Removal of Trees 2011	22/02/2011	Retained 28/07/2020	Unauthorised removal of six (6) significant trees at 252 Churchill Road, Prospect	90(3)(h)	Legal matter	Maintains legal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes

* This part of the item has been released from confidence, or was never kept in confidence

** This item did not contain attachments

Register of Confidential Items

as at 28 July 2020

Recommendation number	Topic	Date of Original Order	Outcome of annual review	Item Title and Description	Nature of Confidentiality under LG Act	Reasoning	Status of Item	Confidential Element
21	Removal of Trees 2011	19/04/2011	Retained 28/07/2020	Unauthorised removal of six (6) significant trees at 252 Churchill Road, Prospect	90(3)(h)	Legal matter	Maintains legal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
21	Removal of Trees 2011	21/02/2012	Retained 28/07/2020	Item 3.2 Settlement Proposal for removal of 6 Significant Trees - 252 CHR - Consideration of Proposal	90(3)(f) 90(3)(h)	Legal matter, Litigation	Maintains legal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
21	Removal of Trees 2011	13/03/2012	Retained 28/07/2020	Item 3.2 Settlement Proposal for removal of 6 Significant Trees - 252 CHR - Consideration of Deputation	90(3)(f) 90(3)(h)	Legal matter, Litigation	Maintains legal relevance.	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Attachment** <input checked="" type="checkbox"/> Minutes
21	Removal of Trees 2011	13/03/2012	Retained 28/07/2020	Item 3.4 Revised Settlement Proposal for removal of 6 Significant Trees - 252 CHR - Consideration of Proposal	90(3)(f) 90(3)(h)	Legal matter, Litigation	Maintains legal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
21	Removal of Trees 2011	15/05/2012	Retained 28/07/2020	Item 3.2 Removal of 6 Significant Trees - 252 CHR - Consideration of Proposal	90(3)(f) 90(3)(h)	Legal matter, Litigation	Maintains legal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
21	Rates Outstanding Report 2012	27/11/2012	Retained 28/07/2020	Item 25.4 Rates Outstanding Report	90(3)(a)	The personal financial affairs of specific rate payers	Maintains personal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Minutes*
21	Community Awards	28/04/2020	Retained 28/07/2020	Item 16.1 Community Service Awards 2020	90(3)(a)	Due to Covid-19, a public event announcing the winner is still pending. Premature disclosure of details regarding the merits of the nominations and winners would erode the excitement.	To be released following the event and public announcement.	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Attachment** <input checked="" type="checkbox"/> Minutes
	CEO Performance Review	26/05/2020	Not included in 2020 review	Item 16.1 CEO Performance Development Review Committee	90(3)(a)	Confidential personal information regarding the performance of the Chief Executive Officer	Maintains personal relevance.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes
	Sale of 82 Johns Road and 218 Main North Road	23/06/2020	Not included in 2020 review	Item 16.1 Sale of 82-90 Johns Road and 218 Main North Road, Prospect	90(3)(b)	Various offers from commercial parties as a part of an ongoing negotiation to purchase the property from Council	Negotiations ongoing.	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Attachment** <input checked="" type="checkbox"/> Minutes

* This part of the item has been released from confidence, or was never kept in confidence

** This item did not contain attachments

Register of Documents Released from Confidence



as at 28/07/2020					
Date of Original Order	Topic	Item Title	Reason for Release	Released Element	Date Released
27/02/2018	Waste Disposal Contract	Item 18.1 Waste Disposal Contract	No longer contains any confidential information.	<input type="checkbox"/> Report <input type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes	Report Released: Attachments Released: Minutes Released: 28/07/2020
27/04/2017	Award of Waste Contract	Item 14.1 Award of Waste Contract	No longer contains any confidential information.	<input type="checkbox"/> Report <input type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes	Report Released: Attachments Released: Minutes Released: 28/07/2020
9/05/2017	Award of Waste Contract	Item 4.1 Award of Waste Contract - Commercial Information and Tender	No longer contains any confidential information.	<input type="checkbox"/> Report <input type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes	Report Released: Attachments Released: Minutes Released: 28/07/2020
25/03/2014	Digital Economy Strategy 2014	Item 24.4 Digital Economy Strategy : 2014-2018 - Commercial Information	The information is public knowledge.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes	All documents released: 28/07/2020
27/06/2017	East Waste Membership	Item 23.1 Eastern Waste Management Authority Membership	The information is public knowledge.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment	Report Released: 30/05/2018 Attachments: 28/07/2020 Minutes: Public
28/01/2020	East Waste Chair Appointment	Item 16.1 Appointment of East Waste Independent Chair	The information is public knowledge.	<input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Attachment <input checked="" type="checkbox"/> Minutes	All documents released: 28/07/2020

AGENDA ITEM NO.: **10.11**

TO: Council on 28 July 2020

DIRECTOR: Simon Bradley, Director Infrastructure and Environment

REPORT AUTHOR: Russell King, Acting Manager Infrastructure and Assets

SUBJECT: Balfour and Howard Streets Intersection Options – Community Consultation Results

1. EXECUTIVE SUMMARY

In January 2019 Council received a petition from residents in Nailsworth raising safety concerns regarding the design of the driveway link traffic control device at the intersection of Balfour Street and Howard Street, Nailsworth. Council Administration undertook an investigation into these concerns, and identified a number of remedial actions to improve the safety and function of the intersection.

At the Council Meeting on 27 August 2019 a report was tabled presenting Council with the findings and proposed actions from the investigation for consideration. Council resolved that:

- (1) *Council having considered Item 15.4 Petition – Traffic Management at Balfour Street/Howard Street T-intersection, receive and note the report.*
- (2) *Council endorse retaining the traffic control device at this time, reinstate line marking, signage, retro reflective markers and conduct remedial works to repair the damaged sections of the device.*
- (3) *Council prepare options for alternate traffic control device(s), including cost estimates for Council consideration by January 2020.*
- (4) *Council contact the head petitioner advising of Council's decision.*

The remedial actions in line with resolution (2) were undertaken, and options for alternate traffic control device measures were developed by Council Administration in accordance with resolution (3).

The options were presented at the Council Meeting 25 February 2020 where it was resolved that:

- (1) *Council having considered Item 10.2 Balfour and Howard Streets Intersection Design Options receive and note the report.*
- (2) *That Council undertakes a community survey of residents that within a 500 metre radius of the Balfour and Howard Streets intersection as well as through contacting signatories from the petition received by Council in January 2019. The survey will seek the community's preference on five options and include impact, benefits and cost of each option.*
 - (2.1) *Option 1 Reinstatement of the Driveway Link*
 - (2.2) *Option 2 Modified T-intersection (changed priority)*

(2.3) *Option 3 Remove the Device*

The community survey was sent to residents that live within a 500 metre radius of the intersection, as well as signatories from the petition.

A total of 854 surveys were posted and 207 responses (24% return rate) were received. The breakdown of responses is as follows:

- 8 (4%) respondents preferred either no changes or an alternative option
- 42 (20%) respondents preferred Option 1 – Reinstate driveway link
- 51 (25%) respondents preferred Option 2 – Modify the T-intersection
- 106 (51%) respondents preferred Option 3 – Remove the device

A 50% or higher support for one option when four options was provided is considered a relatively strong support for this option.

Based on the community feedback, Council Administration recommends that Council support in principle Option 3 – Removal of Device (Driveway Link) at the Balfour Street and Howard Street intersection, Nailsworth subject to future funding approval, commencing with consideration as part of the 2021/22 Draft Annual Business Plan.

2. RECOMMENDATION

- (1) Council having considered Item 10.11 Balfour and Howard Streets Intersection Options – Community Consultation Results receive and note the report.**
- (2) Council supports in principle Option 3 – Removal of Device (Driveway Link) at the Balfour and Howard Streets intersection, subject to future funding approval.**
- (3) That a Budget Bid be submitted in the 2021/22 Draft Annual Business Plan for consideration for the removal of the Driveway Link at the Balfour and Howard Streets intersection.**
- (4) That Council contact the head petitioner and respondents to the consultation advising of Council's decision resulting from this report.**

3. DISCUSSION

In January 2019 Council received a petition from residents in Nailsworth raising safety concerns regarding the design of the driveway link traffic control device at the intersection of Balfour Street and Howard Street, Nailsworth.

The concerns raised in the petition included:

- Difficulty turning left from Balfour Street onto Howard Street and vice versa,

- Poor visibility due to high shrubs,
- Drivers unsure of who has right of way,
- Incidents of 'near misses' due to drivers continuing north from Howard Street and not giving way to Balfour Street drivers,
- Lack of adequate signage.

At the Council meeting 25 February 2020 a report was tabled in response to the petition providing Council with five (5) options for the intersection, outlining the benefits, potential impacts, and cost of each option. At this meeting Council resolved:

- (1) *Council having considered Item 10.2 Balfour and Howard Streets Intersection Design Options, receive and note the report.*
- (2) *That Council undertakes a community survey of residents that within a 500 metre radius of the Balfour and Howard Streets intersection as well as through contacting signatories from the petition received by Council in January 2019. The survey will seek the community's views on the two options and include impact, benefits and cost of each option and the survey be placed on Council's website.*
 - (2.1) *Option 1 – Re-instatement of Driveway Link*
 - (2.2) *Option 2 – Modified T-intersection (Changed Priority)*
 - (2.3) *Option 3 – To seek the communities views on removing the device*
- (3) *That a report is presented to the June 2020 Council Meeting on the results of the community survey.*
- (4) *That Council contact the head petitioner advising of Council's decision resulting from this report.*

A summary of each option, its impact, benefits, risks, and costs are provided below:

Option 1 – Reinstatement of driveway link:

Impact: In 2018, modification works were undertaken to the driveway link that involved minor kerb re-alignment to help with left turn movements (in particular for larger vehicles and garbage trucks). Reinstatement of the driveway link will involve reducing the width of the internal kerbing, extending the yellow (no parking) line marking around the bend and reinstating the solid white dividing control line.

Benefits: This option will ensure that the driveway link returns to its original design elements, including a vehicle path resembling a private driveway resulting in slower vehicle speeds through the driveway link and a raised entrance to ensure vehicles slow down to enter the driveway link. Extending the yellow line marking will also improve visibility and accessibility.

Risks: This option would not address the concerns of the community regarding the difficulties turning into the street and confusion of the give way requirements.

Cost: \$8,000

Option 2 – Modified T-Intersection (changed Priority):

Impact: Works will involve the complete removal of the current driveway link, re-establishment of bitumen, kerb realignment to suit the new modified T-intersection,

extending the yellow (No Stopping) line marking around the bend and modifying the solid white dividing control line. Similar to the current driveway link, vehicles travelling south along Howard Street will be required to give way to vehicles travelling either north along Howard Street or east along Balfour Street.

Benefits: The modified T-Intersection will ensure controlled traffic movements, improved traffic flow from Balfour Street to Howard Street and will accommodate larger vehicles.

Risks: A reconfiguration of the priority may still create confusion amongst drivers as to the give way requirements, and vehicle speeds may also increase through the intersection due to the widening of the intersection and the removal of the vertical deflection.

Cost: \$25,000

Option 3 – Removal of the driveway link:

Impact: Removal of the driveway link will return the intersection to a typical T-Intersection, with Howard Street having priority for through vehicle movements. The driveway link was originally installed in 2008 as a Local Area Traffic Management (LATM) device to address high traffic speeds and volumes along Howard Street.

Benefits: The removal of a traffic control device entirely will return the intersection to a simplified intersection with no restrictions.

Risks: Removing the driveway link is likely to reinstate the pre 2008 traffic conditions identified in the Collinswood/Nailsworth LATM, such as high vehicle volumes and speeding motorists.

Cost: \$20,000 (Estimate only)

Community Survey Results

The community survey was sent to 854 properties within a 500 metre radius of the intersection, as well as signatories from the petition.

Council received a total of 207 responses (a strong 24% return rate) and a breakdown of responses provided, is as follows:

- 8 (4%) respondents preferred either no changes or an alternative option
- 42 (20%) respondents preferred Option 1 – Reinstate driveway link
- 51 (25%) respondents preferred Option 2 – Modify the T-intersection
- 106 (51%) respondents preferred Option 3 – Remove the device

The most common comments provided from respondents supporting Option 1 were:

- Will ensure traffic speeds and volumes do not increase
- Costs significantly less than alternative options
- Would also like the removal of additional on-street parking spaces near the intersection, and removal of vegetation in the driveway link, to improve visibility for motorists

The most common comments provided from respondents supporting Option 2 were:

- Is less confusing to motorists than current device
- Will still slow down traffic at the intersection

- Removes the steep road humps
- Allows greater access for larger vehicles

The most common comments provided from respondents supporting Option 3 included:

- The current driveway link is very dangerous due to driver confusion, specifically who has right of way
- Will improve visibility at the intersection
- Will improve traffic flow
- May result in increased vehicle speeds, should this occur, then appropriate traffic management should be utilised to address the issue

It should be noted that while Council Administration is in the process of implementing a 40km/h area speed limit on all local roads this may potentially address some concerns raised regarding increased travel speeds as a result of the removal of the device.

Considering the community feedback, Council Administration recommends that Council supports in principle Option 3 – Removal of Device (Driveway Link) at the Balfour Street and Howard Street intersection, subject to future funding approval.

Implications, Related Questions and Further Information

Financial and Resource Implications:

Council has no allocated budget in the 2020/21 Annual Business Plan towards the upgrade of the Balfour and Howard Street Intersection in line with the recommendation.

If Council was to proceed with Option 3, Council Administration recommends submitting a Budget Bid for funding in the 2021/22 Annual Business Plan or future Annual Business Plans for the removal of the Driveway Link at the Balfour and Howard Streets intersection.

Alternatively, a budget allocation can be considered at either the first, second or third quarter budget reviews in 2020/21.

Local Area Traffic Management (LATM) Implications:

The driveway link was originally installed based on the 2008 Collinswood and Nailsworth LATM due to the high speeds of vehicles travelling north-south along Howard Street that has the through traffic priority over its entirety from First Ave to Harvey St. The removal of the driveway link has the potential to return increase the speed of vehicles to the pre-treatment level, and Council Administration will undertake monitoring through traffic counts post implementation to observe the change in traffic behaviour.

Relevance to Core Strategies / Policy

- *Local Government Act, 1999*
- Austroads Guide to Traffic Management Part 8 – Local Area traffic Management
- AS 1742.13 – Manual of Uniform Traffic Control Devices
- Community Engagement and Consultation Policy

Strategic Plan to 2020 Theme 1 – People “Know, empower, celebrate, educate and activate our community”

Strategy 1.1 Know our community

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1 Excellence in Infrastructure

Strategy 4.4 Accountable and people-focused services

ATTACHMENTS

Attachments 1-6: Copy of the Community Consultation Letter

Attachments 7-16: Community Survey Responses



Reference No. CR20/24405

01 May 2020

Payinthi
128 Prospect Road
PO Box 171
Prospect SA 5082
Telephone (08) 8269 5355
admin@prospect.sa.gov.au
www.prospect.sa.gov.au

NAME
ADDRESS
ADDRESS

Dear NAME,

PROPOSED CHANGE TO TRAFFIC CONDITIONS AT HOWARD STREET AND BALFOUR STREET, NAILSWORTH

In 2019, Council received a petition from residents in Nailsworth raising concerns regarding the design of the traffic control device, namely driveway link, at the intersection of Balfour Street and Howard Street in Nailsworth.

At the Council Meeting on 27 August 2019, a report was tabled in response to the petition. The report provided Council with findings from an investigation and proposed actions for consideration. At this meeting Council resolved to retain the existing traffic control device at that time, undertake some minor improvements works and undertake a traffic investigation to review the current driveway link, as well as review potential alternative treatments at the intersection. A further report was presented to Council on 25 February 2020 where Council resolved to seek the community's views on three options. These three options are:

Option 1 – Re-instatement of driveway link:

Impact: In 2018, modification works were undertaken to the driveway link that involved minor kerb re-alignment to help with left turn movements (in particular for larger vehicles and garbage trucks). Re-instatement of the driveway link will involve reducing the width of the internal kerbing, extending the yellow (no parking) line marking around the bend and reinstating the solid white dividing control line.

Benefits: This option will ensure that the driveway link returns to its original design elements, including a vehicle path resembling a private driveway, resulting in slower vehicle speeds through the driveway link. Extending the yellow line marking will also improve visibility and accessibility.

Cost: \$8,000.00

Option 2 – Modified T-Intersection (changed priority):

Impact: Works will involve the complete removal of the current driveway link, re-establishment of bitumen, kerb re-alignment to suit the new modified T-intersection, extending the yellow (No Stopping) line marking around the bend and modifying the solid white dividing control line. Similar

to the current driveway link, vehicles travelling south along Howard Street will be required to give way to vehicles travelling either north along Howard Street or east along Balfour Street. However, as the raised driveway link will be removed, vehicle speeds may increase through the intersection due to the widening of the intersection and the removal of the vertical deflection.

Benefits: The modified T-Intersection will ensure controlled traffic movements, improved traffic flow from Balfour Street to Howard Street and will accommodate larger vehicles.

Cost: \$25,000.00

Option 3 – Removal of the driveway link:

Impact: Removal of the driveway link will return the intersection to a typical T-Intersection, with Howard Street having priority. The driveway link was originally installed in 2008 as a Local Area Traffic Management (LATM) device to address high traffic speeds and volumes along Howard Street. Removing the driveway link is likely to reinstate the pre 2008 traffic conditions i.e. high vehicle volumes and speeding motorists.

Benefits: Removal of the driveway link will only address resident concerns that some drivers are confused regarding who has right of way.

Cost: \$15,000-\$20,000

Please see enclosed concepts of the proposed options for your information and, it would be greatly appreciated if you could complete the enclosed feedback form and return it in the reply paid envelope to Council by **Friday 29 May 2020**.

Alternatively, you can provide your feedback online, by completing our survey via the following link
<https://www.surveymonkey.com/r/HowardBalfour>

A report advising of the survey results will be considered by Council at a meeting to be held on 28 July 2020. Noting that the feedback provided will assist Council with determining which option to progress, subject to funding allocation.

Your active participation in the community consultation is appreciated and if you have any queries for this matter, please contact Jacob Avery on 8269 5355 or email admin@prospect.sa.gov.au

Yours sincerely

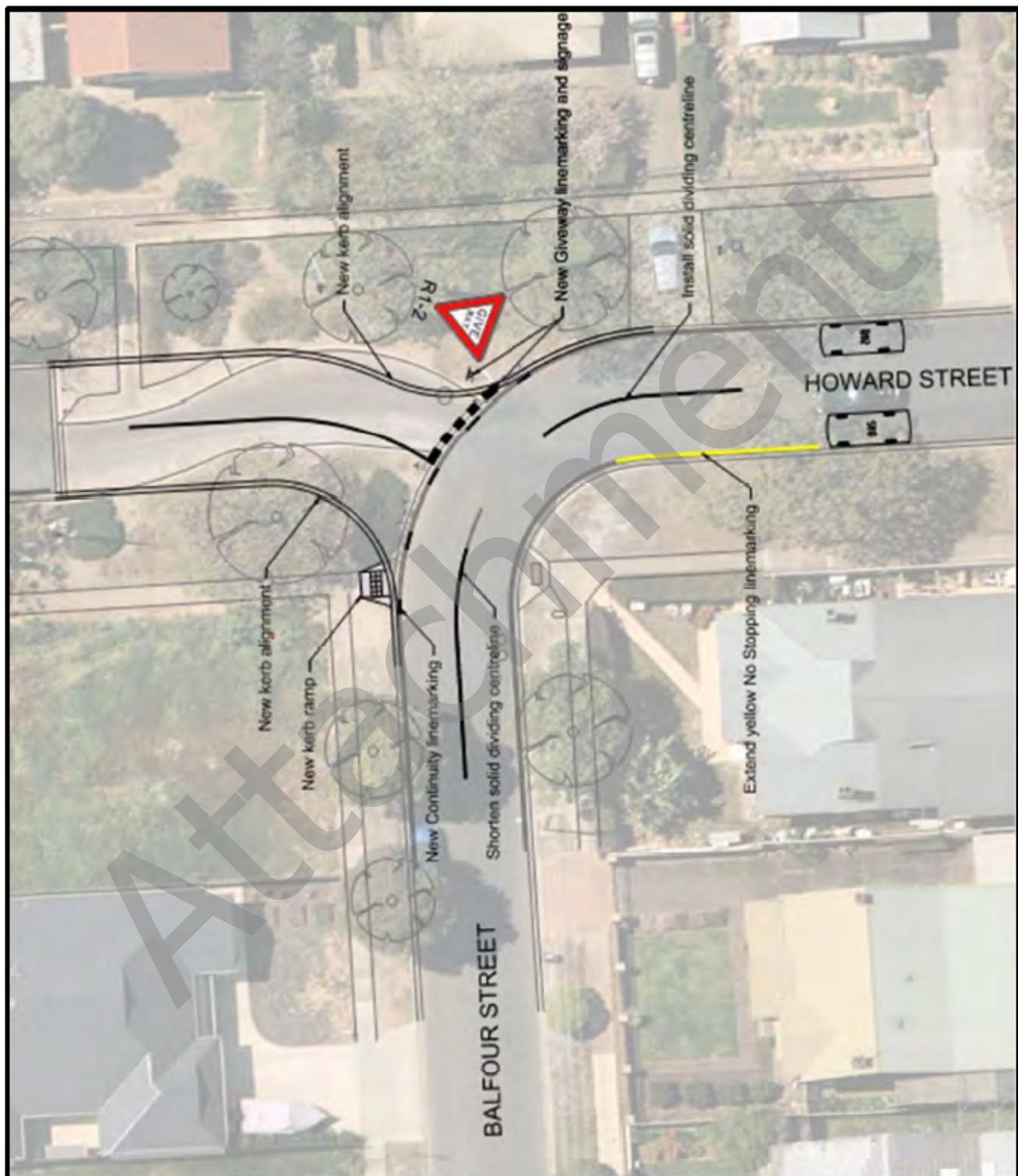


Jacob Avery
Technical Officer - Traffic

OPTION 1 – RE-INSTATE DRIVEWAY LINK



OPTION 2 – MODIFIED T-INTERSECTION



OPTION 3 – REMOVAL OF DRIVEWAY LINK





PROPOSED CHANGE TO TRAFFIC CONDITIONS AT BALFOUR STREET AND HOWARD STREET INTERSECTION

Please respond by 5pm Friday 29 May 2020 via:

**SurveyMonkey at <https://www.surveymonkey.com/r/HowardBalfour>
OR scan and email to admin@prospect.sa.gov.au
OR post your completed form in the reply paid envelope provided**

About You (*Your personal information will be treated confidentially and will not be linked to your comments.*)

Name: _____
(Mr/Mrs/Miss/Ms/Dr) _____ (First Name) _____ (Surname)

Property Address: _____

Contact Tel No. _____ Mobile: _____

Email: _____

(Please select only one Option)

- I SUPPORT Option 1** – Re-instatement of driveway link as explained in the letter and shown on the concept.
- I SUPPORT Option 2** – Modified T-intersection as explained in the letter and shown on the concept.
- I SUPPORT Option 3** – Removal of the device as explained in the letter and shown on the concept.

Comments:

Thank you for your participation

CONSULTATION RESULTS SUMMARY PROPOSED CHANGE TO TRAFFIC CONDITIONS AT HOWARD STREET AND BALFOUR STREET, NAILSWORTH												
Letters distributed												
Responses received												
Date of distribution	Friday 1 May 2020											
Consultation closed	Friday 29 May 2020											
Letter Reference	CR20/24405											
No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
							Support Option 1 Re-instatement of driveway link	Support Option 2 Modified T- Intersection (change of priority)	Support Option 3 Removal of the device	No Changes / alternative option		
1									1		Too drivers come up Balfour St and take the bend on wrong side of road. "Just a matter of time before a accident"	CR20/26055
2									1			CR20/26054
3										1	I support Option 4 - Leave it as is. Cost - Nil. It works just fine as is	CR20/26053
4									1		I would like the driveway link completely removed and back as was originally. It has caused nothing but confusion and near misses for vehicles	CR20/26052
5									1		Makes the most sense	CR20/26430
6									1		Very poor decision to block off Rutherford Ave and Edwin Ave	CR20/26457
7									1			CR20/26458
8									1			CR20/26459
9							1				We need to slow traffic down! Put them in every street that is long	CR20/26850
10									1		I support removal as the height to drive up onto the link is too severe. Design Flaw. Feels like it would damage suspension	CR20/26851
11									1		This corner is a high risk accident waiting to happen in its current form. About time it was removed and allow traffic both footpath and road to flow	CR20/26853
12									1		Driveway link will never work unless it's a one-way street heading south towards Balfour Street. I have seen countless near miss accidents from cars heading north on Howard St.	CR20/26854
13									1		At last some common sense to get rid of the totally unnecessary, confusing, impracticable construction that is there and return it to typical t intersection	CR20/26855
14									1			CR20/26857
15									1		It is very dangerous as it currently is, very confusing who has right of way. I have witnessed several near miss accidents. As a resident of California St for 30 years it would have made more sense to put speed humps in Howard S	CR20/27126
16									1			CR20/27141
17									1			CR20/27144
18									1		I don't like driving over the bumps of the driveway - misalignment of tyres. I use the driveway regularly when going to/from Nailsworth P.S.	CR20/27146
19									1			CR20/27148
20									1		I drive in this area regularly and do not want to see Howard St return to a racetrack. I do not support option 1, it is too fiddley and confusing. Option 2 seems to be the most practical and easier for emergency vehicles and larger vehicles, since the carriageway will be wider and more user friendly.	CR20/27150
21									1		We believe option 2 offers easier access but still slows traffic and reduces traffic volume	CR20/27151
22									1			CR20/27154
23									1			CR20/27155
24									1		As a regular user of this intersection, I appreciate having been given the opportunity to have a say. Thank you	CR20/27156
25									1			CR20/27157

No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
26									1		make traffic flow direct	CR20/27159
27								1				CR20/27160
28									1		Until I read this I was unaware that I had to give way to north travelling traffic on Howard Street. As a regular user in both directions I am embarrassed by that. I have often found the shrubs in the north west corner block view of traffic coming down Balfour. It has been a pain to use for way to long	CR20/27550
29									1			CR20/27551
30								1			Very confusing intersection currently very dependent on driver intersection. This option provides greater clarity and less confusion	CR20/27552
31									1			CR20/27554
32									1		California St has issues with speeding between links. I do not believe it slows anyone down. With the increase in traffic on main roads is a cut through for non residents and quite often speeding.	CR20/27555
33								1				CR20/27556
34									1		My main objection to the existing device is the very aggressive angle up to ramp. The angle is to steep for my Audi.	CR20/27558
35							1					CR20/27561
36								1			Motorists will increase speed in other options	CR20/27562
37									1		either option 1 or 2, don't like option 3	CR20/27563
38							1					CR20/27564
39									1		Would also like very ugly sign (50kmh) at the park to be removed or made smaller. Would like humps on Derlanger removed as don't stop traffic on street	CR20/27565
40								1			When installing the dividing line in Howard, extend it further into corner so cars have to start turning left prior to turning right into Howard St. Will improve visibility.	CR20/27566
41								1				CR20/27567
42									1			CR20/27568
43							1					CR20/27569
44									1			CR20/27570
45									1			CR20/27571
46							1				Allows for larger trucks and garbage trucks but maintains speed control	CR20/27572
47								1			Smart Option with a professional touch	CR20/27573
48									1		(Very Long explanation - refer to TRIM)	CR20/27577
49									1		Good to extend yellow lines for this option as well. Property on N.W. Corner has a high fence which is difficult to see over meaning can't see traffic	CR20/27578
50								1			I use this junction regularly and find you cannot see down Balfour St when driving over intersection. Take your chances there is not a speeding motorist coming around the bend	CR20/27579
51									1		Can there also be a yellow line opposite the proposed yellow line	CR20/27581
52									1		Explains why they don't like the alternative options, and option 3 with cobble stone paving at intersection for 20m or similar	CR20/27583
53									1		We have no problems navigating it in its current form and like the fact it slows traffic considerably	CR20/27921
54									1		I voted for option 3 in the absence of an 'Option 4 - Leave it as is!' The primary issue is poor visibility from Howard St travelling north into the driveway link due to parked cars on the west side of Howard St. Removing car parking on the west side back to driveway might solve this problem. Another Option would be to insert a speed hump or raised section across the t-intersection when it is re-instated	CR20/27844
55									1			CR20/27843

No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
56									1		The current setup is a nightmare, allowing only one car access and ruining car suspension unless almost stops to negotiate culvert. A typical T-intersection would be a much more attractive street scape and would promote a much smoother and easier traffic flow, a couple of speed humps would deter speedsters	CR20/27841
57									1			CR20/27840
58								1				CR20/27839
59									1		On many occasions I have contacted council to explain that cars either way are confused of the current scenario, and seen many near misses. Also other options require constant monitoring of parking restrictions of which council can not undertake without 24/7 monitoring. Houses on the corner has many vehicles whom flout the parking restrictions in place	CR20/28416
60								1			I use this road daily several times. At present I hate having to drive very carefully over the raised area and never knowing who gives way to whom. Option 2 would be much easier for road users as we all are used to t junctions	CR20/28419
61							1				Have lived in area since before this was installed and while it has served its purpose of reducing fast/through traffic would have preferred something similar to California St rather than modifying this junction. Also trim down vegetation to improve visibility. Extend no parking line. Thanks	CR20/28421
62								1				CR20/28424
63								1				CR20/28426
64								1				CR20/28427
65							1					CR20/28430
66								1				CR20/28432
67								1			Clearly the current installation was created to meet a need to reduce speed & better control the traffic on Howard St. therefore if it were removed altogether the old problems would return. The current one is too restrictive & entering/exiting is awful as the ramp up and down is to high, especially for low cars. I support option 2, remove the up down ramp, keep it dual lane but with kerbing alignment which makes the traffic slow down and give way.	CR20/28433
68							1				Something must be done for drivers travelling north on Howard St. to gain more visibility for traffic coming along Balfour St in an eastern direction. The section of road leading into this t section should have a reduced speed of 25-30km/h	CR20/28434
69								1				CR20/28435
70								1			We would like the driveway link removed totally. Living on this intersection we have witnessed too many incidents of near miss collisions between cars/vehicles/motorcycles because of the confusion this link has contributed to the near misses. If it is left in place there might be serious injury or maybe even a fatality in future	CR20/28436
71							1				Option 1 and ensure clear signage in place for Howard St traffic travelling North	CR20/28438
72								1				CR20/28439
73								1			We prefer Option 3 because traffic will flow more smoothly, there will be less noise early in the morning from trucks/trailers, it will prevent/reduce people speeding around Balfour into Howard	CR20/28441
74								1			Giveaway signs essential	CR20/28442
75							1					CR20/28444
76								1				CR20/28446
77								1			There is very little traffic on that road to stop or hinder flow	CR20/28449
78							1				We support the option that we believe will help reduce excessive speed that we see each day on Howard St and other Streets in the area. We are also looking forward to the possible implementation of an enforced 40kph speed limit	CR20/28452
79								1			I have yet to meet anyone in this area that though changing the original street was a good idea. It is currently quite dangerous and whenever I head in that direction I always take alternate route	CR20/28454
80									1		Put Stop sign or give way sign facing north on Howard Street. Will solve problem. Have had near misses when drivers cut across in front travelling north on Howard St even though there is solid white line from Balfour into Howard. This happens when doing right hand turn out of Balfour St	CR20/28456
81							1					CR20/28800

No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
82							1				Do not want traffic speed to increase, can be dangerous particularly with amount of traffic from local school, and being used as a cut through along Howard Street	CR20/28802
83								1			Basic, Straight forward no brainer. T junction right of way Howard St	CR20/28803
84									1		If speeding on Howard Street is an issue have the police do radar checks monthly. Return this intersection to how it was	CR20/28805
85								1				CR20/28806
86							1				As a 35 year resident of Howard St, I can confirm the driveway link does work & has reduced the number of speeding vehicles on the street. Options 2 or 3 will see an increase in speeding, therefore endangering the residents and pedestrians using the street	CR20/28808
87								1			Keep it simple	CR20/28811
88							1				If I had to choose I would pick option 1. May I put a cat among the pigeons and suggest an option 4. Leave it as it is? If it is not broken why fix it? It seems to work well enough at the moment. My estimated cost for leaving it \$0	CR20/28813
89									1		I avoid this corner if possible, so confusing, we have a normal T Junction at the end of Ellen St and speed humps on D'Erlanger Ave which work well	CR20/28815
90									1		The alteration to this intersection has caused a lot of confusion, most people don't know who to give way to. When it was first put in I personally thought it was ridiculous.	CR20/28816
91									1		This has been unsuccessful since it was made the amount of times I have just missed being hit by a car is scary. I was actually in the bend behind a 4 wheel drive a car travelling along Balfour did not see me and spun into the bend and nearly crashed, there is not enough room to turn left from Balfour into bend without moving over to the right. It is a very bad design very bad	CR20/28817
92									1		This modification has been an absolute inconvenience for locals, causing diversion of traffic (at speed) by the children's playground in Buchanan Street. A total waste of public money and man hours. It seems that it wasn't thought through properly at the outset.	CR20/28819
93							1					CR20/28820
94								1				CR20/29060
95							1				Safety, costs less, it worked before	CR20/29071
96								1			I have lived here for 50 years and since the driveway link was installed have felt unsafe driving to the intersection. The old T Junction was no problem, slow down and give way to traffic on Howard St, SIMPLE. Speed humps in Howard St might deter speedsters	CR20/29072
97								1			Get rid of the thing. It should never have been installed in the first place. Have a look at the traffic in our street, much worse than Balfour St. Also the camber of the road is awful	CR20/29073
98							1					CR20/29074
99								1			Less maintenance, simple way. It will be good to have a speed hump on Howard Street. Can put Balfour St side stop sign and mark to get clear about Howard St is the leading road, how, because the timing has been lost, the residence may confuse with old system which was balfour street leading.	CR20/29076
100								1				CR20/29077
101								1				CR20/29418
102								1			I use Howard St frequently and find the intersection in question very confusing - I am never quite sure who should give way Removal of the device and putting two or three flat top speed humps on Howard Street would slow traffic. I believe the speed limit is dropping to 40 so surely this would help	CR20/29419
103								1			We only use this intersection about once a week and really don't have a problem with it other than its hard to see traffic around the corner when travelling north which I think is a bit dangerous. We believe option 3 would be the safest but understand traffic speeds would increase	CR20/29420
104							1					CR20/29421
105								1			We do not want speeds to increase along Howard Street	CR20/29422
106								1				CR20/29423
107								1			A ridiculous design, unsafe for cars, pedestrians, Get rid of it	CR20/29424
108								1			The main safety hazard is for cars travelling north along Howard St not being able to see cars travelling east along Balfour Street until you are about to enter driveway link. This issue of traffic visibility needs to be addressed. Option 3 would seem to be best	CR20/29519
109								1			Leave the driveway link as it is, with better Give Way signage. The 2018 modifications that allowed easier left turn for larger vehicles is good. Option 2 is expensive. Option 3 definitely not.	CR20/29653
110							1					CR20/29655

No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
111									1		Why was it installed in first place. Option 3 will be safest traffic use. I travel it at least once a week and am concerned at vehicles entering the link from Balfour travelling north. The opportunity to comment is appreciated.	CR20/29656
112									1			CR20/29657
113									1		Comment on option 1 The give way sign. After this sign was installed, I have had concerns how it should work. How can you give way to traffic when you have to move thru the junction of roads? Is it lawful to have to move through a give way sign?.. Perhaps some one from the council could explain the working of the sign? You have stated as a benefit of this option "results in slower speeds through the driveway link" but the Balfour to Howard curve allows traffic to continue at the same speed through it. Only last week I was travelling north on Howard street and luckily was only going at about walking pace. A car came around the corner fairly fast and I had to stop very quickly. There is no forward vision of traffic coming from Balfour St. This curve should not exist. California St has many devices to slow traffic. Balfour St has none. You can travel from the Main North Road to Howard street, at a constant speed and around the bend into Howard street. Is this a safe condition? Comment on option 2 I believe this option will make traffic less safe when driving through it. With two lanes in the north section of Howard street, restricts traffic more with the widths of the lanes being less and harder to manage while turning. As indicate in option 1 the curve should be removed to reduce the speed thru this intersection. Comments on option 3 I believe this is the best option, the previous or original layout. Possibly the main reason was to reduce the speed of vehicles along Howard street as stated in your letter. My reasons-- Reduce the speed of traffic from Balfour street around the curve. Options 1 and 2 does not. No give way sign, no confusion who has to give way. --- Balfour Street traffic will have to enter Howard street as other streets enter Howard Street. Traffic control devices could be installed north and south of Balfour street intersection in Howard Street similar to the Harvey Street east section.	CR20/29658
114									1			CR20/29660
115									1		The cheapest option, leave it as it is. It works, why change it with our money	CR20/29663
116									1			CR20/29857
117									1		Not good for tradies carrying tools in their vans/trailers as they go over all the speed humps. As long as there is a Stop sign on Balfour St and Howard St is the main road	CR20/29858
118								1			If you are going to give options for people to select from you need to provide 3 drawings using the same scale and type of drawing and include more detail. I cannot see any benefit in option 1 or 3	CR20/29859
119								1			one - why ask me, the council has made its mind up. Two - the traffic control devices makes it hard for fire trucks, rubbish trucks, or any other large vehicle. Three - cars are not designed for these devices Alpha Rd and Barker Rd are a shocker for slowing down traffic	CR20/29861
120									1		Option 4 - A give way sign on Howard Street for cars travelling north, plus a go slow sign on Balfour Street (say 25km or less) near the corner of Howard Street. I like the idea of extending the no parking zone on Howard Street	CR20/29862
121								1			People will always speed. Most people don't. Other options only confuse. Give way	CR20/30780
122								1				CR20/30781
123							1				Would recommended option 4, leave as is, no cost and no issues	CR20/30872
124								1				CR20/31103
125								1				CR20/31105
126									1		Don't support any option. Would like the Give Way sign on the link removed and the Stop sign on Balfour reinstated, together with keeping the Link Garden cut low.	CR20/31106
127								1			Option 2 provides the best combination of road use and control of speed along Howard St	CR20/31109
128							1					CR20/31111
129								1				CR20/31113
130								1				CR20/31486
131									1		Please reduce speed limit to 40kph. Do not like traffic controls on the roadways as they cause damage to vehicles. Do not close streets. If we have to go out to the main Rd to attend local shops we want to be shopping locally. I have spoken to Mayor and Councillors re this previously	CR20/31488
132								1			Option 3 - Removal would revert back to previous hazardous state. Option 2 - Would increase the potential for hazard and increase traffic and very costly. Option 1 - Is the least problematic in attempting to solve problem. Option 4 - Remove all vegetation to aid visibility / a no left turn sign from Balfour St / a no right turn sign from Howard / no entry sign from Balfour and Howard into devise	CR20/31681
133									1			CR20/31979

No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
134									1		We proceed North multiple times per day. Our experience is - drivers speed around the corner from Balfour abd with the hedge on corner, view is restricted. There are also lots of cars parked closely to the corner creating further restrictions. Traffic on Howard St has increased and speed as well. Speed limit signs would be benefical. T section seemed safer.	CR20/31980
135							1				Everyone I have spoken to in Balfour Street has had a near miss or had emergeny brake to avoid a vehicle travelling north on Howard St that has failed to give way to traffic on Balfour St. Maybe some sort of priority descriptive signage needs to be erected between California St and Balfour St to educate drivers	CR20/32006
136								1				CR20/32156
137									1		Is it possible to have a dip like the one on the corner of Howard and North Streets. You will already have the dip from the removal of the driveway link. This will slow the traffic on Howard (sadly there is always a few idiots that will speed - no matter what is put in their way!) Having children and teaching them the road rules is hard enough as it is....the current driveway link is a nightmare and an accident waiting to happen. Many near misses already!	Online
138									1			Online
139							1				The three options presented are not the optimum solution to the perceived issue. The issue has been framed that some drivers have difficulty turning left from Balfour into Howard Street. To solve this issue, it would be easier and simpler to : 1. Educate local residents in the correct road rules via a letter drop and/or council website . 2. Cut down the vegetation that currently obscures the view between Balfour and Howard. Instead the three options proposed are expensive and potentially increase the hazard. The council spent considerable sums reviewing this traffic layout because of the heavy traffic flow and the dangers from speeding cars. Several consultants reviewed this and recommended a good solution of closing Howard Street at the Balfour corner. Unfortunately this was rejected by Council and the compromise solution of a driveway link was chosen. Whilst not ideal, it has worked to reduce the volume of traffic and more importantly slow the average speed along Howard Street and eliminated the late night hoon driving. So, any solution chosen by the council must look to maintain this hazard reduction, or the council will be knowingly re-instating a hazardous situation. Hence my recommendation would be above, educate and remove the vegetation so that both drivers have good vision approaching the intersection.	Online
140											Resident has indicated support for both Option 2 and Option 3, therefore, response is considered invalid	Online
141							1				We feel it works well as it is and why the need for change and the costs involved.	Online
142							1				Very Busy street even with this in place. Must be kept to decrease traffic volume and decrease speeds.	Online
143									1		I use this intersection often and experience it as extremely dangerous. I mostly travel north along Howard and it is impossible to see if anything is coming up Balfour St. For this reason I don't find any of these options suitable. I have read the council meeting document and I think council needs to take up the mini roundabout option which is of course a more expensive option but not the most expensive option put forward to council. I think the only way to make this junction safe is the mini roundabout as this would slow everyone down. In the high level option evaluation this shows as the safest option and is worth spending the money on as opposed to another option which does not work resulting in further modifications at a later date and thus further cost. Safe travel in streets is of utmost importance.	Online
144							1					Online
145								1			The change at Balfour Street/Howard Street has been a waste of rate payer's money at each of the various modifications over the years but more importantly it has created a dangerous situation. I live in Balfour Street and even though I have right of way when drivers are travelling North to go onto the driveway link, I always drive at only 20 kph and stop before turning left or right onto Howard Street. I do this because I've had so many near misses because drivers travelling north along Howard don't realise they have to give way to traffic on Balfour Street. It's more logical with a T junction that drivers travelling east along Balfour Street stop just like they would do on other T junctions on Howard Street. If there's concern about speeding on Howard Street, then put one or two speed humps along the way. I support the introduction of a 40km speed limit as has already been discussed at Council. In addition, I would like to see extended yellow lines (no parking) along Howard street just before Balfour Street.	Online
146								1			I think the whole thing should be removed. Howard St has right of way. Regular speed bumps can be placed before and after Balfour. Also would like to add, it's very annoying that money was wasted on such a poor design in the first place. A very dangerous intersection when heading north along Howard.	Online
147							1				Thanks for the opportunity to vote. On another matter, I'm a resident in First Avenue and am concerned about the speeding drivers who often exceed the speed limit. There's quite a few young children in the area, not a good mix with speeding vehicles. Anyway, could you let me know how I can raise the issue more informally. Thanks. Spence@outlook.com.au	Online
148											Response already received for this address, therefore not recorded in results	Online
149								1			The current chicane does effectively reduce the speed of cars traveling through Howard Street, but anecdotally, I fail to see it reduce the volume of cars. It is, however, somewhat dangerous given the low visibility from all angles, the cars parked too close to it and the fact that most people treat it like a speed bump rather than a kind of intersection. I support reforming it into a modified T intersection, including the adjustment to the no stopping area and removal of the vertical deflection. In theory, this should allow for more visibility and clearer flow of traffic from all directions. The Give Way sign should also slow the flow of most traffic through the area, barring the recurring late night aggressive accelerators who blast through from the chicane to First Avenue.	Online

No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
150								1			Supporting a Modified T-Intersection is the happy medium between the other two options. The Modified T-Intersection option still controls the flow of traffic but allows greater access as mentioned in the recent letter from Council.	Online
151									1		Place a stop sign on Balfour	Online
152									1		The current set up is a hazard. Cars going north on Howard cannot see cars coming from Balfour. There is a bottleneck on Howard Street of cars waiting to get into the link and lots of confusion. Return it to a normal T-junction where everyone knows the rules and traffic flow will return. Some speed humps should slow down the free flowing traffic.	Online
153								1			If the intersection is big enough, possibly a roundabout might be more suitable or remove the drive way link altogether and place a roundabout at the Howard St intersection with California St.	Online
154									1			Online
155									1		This junction is dangerous and I have seen a number of near misses. Vehicles travelling north on Howard towards the Link cannot see any vehicle approaching from Balfour travelling east towards the link and speeding around the corner. There is still confusion about who gives way in this situation. Vehicles bank up on the south side of Howard waiting to cross the Link making it difficult for those coming out of the Link to continue travel along Howard going south. It can also create problems for those going east from Balfour meeting waiting vehicles on Howard around the corner - difficult to see given the corner situation. A simple speed bump would slow down any speeding traffic along Howard. A simple T-junction would eliminate most issues and return the area to a safe junction once again. Many of our Church folk use this route to travel to adjoining suburbs which are not included in this survey because they live just outside the City of Prospect area but are also affected.	Online
156								1			Clear give-way signs and two way into Howard - it needs to be safe and clear	Online
157									1		The existing set-up is confusing and dangerous. People park their cars very close to the driveway as it is set up. Drivers get confused as to who has right of way. People travelling along Balfour fly around the corner into Howard. I have witnessed dangerous incidents at the intersection several times a week. There needs to be certainty and safety otherwise someone is going to be hurt.	Online
158							1				Happy with the consultation process. Do we get only one vote per household?	Online
159								1			The original concept was well intentioned, but caused a serious road safety hazard. The junction became a curve which is now negotiated at speed. Vehicles travelling north along Howard St are forced onto the right hand side of the street because of parked vehicles and a head on collision is inevitable. It is dangerous and the emphasis seems to be on access driveways and more room for garbage trucks etc et al and road safety seems to be ignored. It is dangerous and will remain so if Options 1 & 2 prevail. Visit and observe. My opinion is based on my experience of investigating Fatal and Serious accidents whilst stationed with the Accident Investigation Squad now called Major Crash albeit many years ago, but Driving without due care is still the same. Revert it into a junction and perhaps erect a Stop Sign in Balfour. I repeat visit and observe.	Online
160							1				Removal of the link will make Howard St traffic more dangerous. Many school children cross this road on the way to Nailsworth Primary, and drivers already speed before and after the link. I recognise that some drivers do not understand who has right of way at the Howard/Balfour corner, but suggest education is required rather than changes to the corner. A T-junction is simpler to understand, but speed controls would need to be added to Howard St or it would become an accident-prone area of a different kind. A 'keep left' reminder is also needed for cars travelling around the Balfour/Howard corner as drivers frequently swing around there on the wrong side of the road, seeming to believe they are the only car in the world. Too many cars park on both sides of many streets in Nailsworth, one-sided parking should be considered for that corner too	Online
161								1			Each of these options is unsatisfactory. I support the second option as the least of 3 evils. Why was such a dangerous and illogical traffic restriction put in the first place? There are many road narrowings and a variety of speed humps in this district. Why can't Howard Street have similar traffic control? The 2nd option allows a straight through path for any drivers that have no regard for road lines, and it is these drivers who are the focus of this traffic restriction. If they deliberately break the speed limit why would they care about driving on the wrong side of the road? Overall, Howard Street is poorly serviced with traffic control. For example, there are 4 restrictions on Collingrove Avenue between Hampstead Road and Galway Avenue but none between Galway Avenue and Howard Street. There is only an easily ignored stop sign at the multiple intersection of Mawson, Howard and Rheims Streets and Collingrove Avenue. Why is it assumed that yahoos are worried about breaking road rules? That is not logical!! They need physical control, not just a sign or lines on the road.	Online
162								1				Online
163									1			Online
164									1			Online
165								1				Online
166									1		It is too confusing currently. Council should have never wasted money putting it in the first place. An occasional speeding car is a massive over-reaction just like the ridiculous number of speed humps on Derlanger Ave. Please get rid of these too when you fix this intersection.	Online
167								1				Online

No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
168									1		The intersection here is very dangerous and confusing and the driveway link / slow point should be removed altogether.	Online
169									1			Online
170									1		I avoid the intersection at all costs. It is so dangerous. If driving from the south on Howard street you cannot see if any cars are coming round Balfour. There are cars parked close to the intersection so you cannot drive into the intersection without worrying about another car coming fast from Balfour	Online
171							1					Online
172											Duplicate response - not recorded in results	Online
173							1				We support Option 1 but request clearer signage as to who has to give way and where they have to stop. There should be a giveaway sign as you drive south along Howard before entering the driveway and another as you exit.	Online
174								1			I Support option 2	Online
175									1		That section of road is extremely confusing and with a blinded corner there have been numerous Occassions where cars coming around belfour don't see the car going toward the island from Howard and vice versus. The island is arrow and awkward and is more a hazard than a help.	Online
176									1		Why no option to do nothing? If Council proceeds with Option 3, what about raising the roadway right across the area of the intersection, as seen in various City of Enfield PA locations? Example: intersection near the TARGET rear car park.	Online
177							1					Online
178									1		Option 3 make it easier to drive for both local and visitor. No confusion.	Online
179									1		The current arrangement is not good. The raised link is very harsh to drive over. Problems with "speeding motorists" should be addressed by other means.	Online
180									1		The intersection is very problematic as currently and the best option is to remove it altogether.	Online
181							1					Online
182									1		The addition of the driveway link has seemed to greatly increase the traffic travelling along D'rlanger and Emilie streets. To reduce speed on Howards perhaps the council could put in speed humps or chicanes as they have done in other streets. The most 2 recent versions of the driveway links has poorly maintained shrubs which often grow too tall for small cars to be able to see other cars approaching or within the link.	Online
183							1					Online
184									1		No	Online
185									1		There is too much confusion at this intersection. So many near misses and road rage. Landscaped area around the driveway is often dirty with dog poo, plastic bags full of waste, and flies. The bushes are often overgrown presenting a safety issue.	Online
186									1			Online
187									1		My preference is to move to a modified T but have the intersection raised at this location as wells Reinstatement of the landscaping to the intersection, that was some of the best garden in the suburb and it got all removed!!!	Online
188									1			Online
189									1		No	Online
190										1	Removal of the driveway link and returning the intersection to a typical T junction (with possibly a STOP sign at the end of Balfour St) is the only logical solution and will reduce the confusion of who gives way. I travel easterly along Balfour St frequently and have had a number of near misses with traffic travelling north on Howard St failing to give way as they enter the existing driveway. The concealment of the end of Balfour St by housing, parked cars and fences contributes to the confusion. Removal of the driveway will return the intersection to a typical T junction that road users are familiar with and that will conform to 95% of T intersections in Prospect. Yes Howard St is a long street where speed can be a problem but this could be managed with the inclusion of speed humps along Howard St similar to what is in place in Collingrove Ave Broadview, Third Ave Sefton Park and Harvey St. Collinswood. However an intersection is not the place for any sort speed control devices that result in non conformity with standard road rules.	Online
191									1			Online

No.	Unit	House	Street	Suburb	First Name	Last Name	Q1	Q2	Q3	Q4	Comments	CR Reference
192										1	I feel atm this gives way to primary school traffic. It does not need changing. Money could be better elsewhere like making Ellen street a one way street and adding nature strips.	Online
193								1				Online
194											(No address provided, not recorded in results) - The issue with the current intersection is the lack of visibility around the blind corner from Howard onto Balfour not the intersection itself. This could be improved with a mirror around the apex of the corner	Online
195									1			Online
196							1					Online
197									1		It is disgusting that it has taken this long for Council to review the poorly conceived construction and attempt to listen to rate payers views.	Online
198												Online
199									1			Online
200									1		No	Online
201									1		The driveway link is dangerous due to limited visibility northbound. At times it becomes congested and drivers are always confused as to who should give way.	Online
202									1		Currently there is a massive blindspot with the current driveway link, which I feel is far more dangerous. I would like to see it go back to a typical T-intersection	Online
203										1	Moving the Give way sign to the end of Balfour St will remove any confusion about who has the right of way and leave the link as is (turning the intersection into a signed T-Junction with a link). This would be a better way to spend rate payers money. The link does slow drivers down but also increases air/noise pollution and with current signage there is a potential for accidents to occur so changing it or removing it will always cause robust debate.	Online
204									1		The driveway link causes confusion as to who gives way. Parked cars close to the driveway link cause hazards. There are blind spots when trying to navigate around the current bend from Balfour onto Howard (and again, with the parked cars there, it becomes quite hazardous).	Online
205									1		Options 1 and 2 create too much confusion over who gives way and will create more opportunities for accidents to occur	Online
206								1				Online
207									1		Better yet. Leave it how it is and don't waste money. If it HAS to change get rid of the annoying thing and put a speed hump in to stop speeding. Surely there is never that much traffic that it affects Balfour st. I have never in my many daily uses of this intersection seen more than one car approaching from Balfour at any one time.	Online
207							1				Please stop spending money on roadworks that are not a necessity. This is ratepayers money that should be retained or utilised to reduce rates.	Online
208												Online
209							1				The driveway link was put in for a very valid reason, to address the problem of high traffic volumes and speeds, and the resultant safety and noise issues. Consequently, we would not want the driveway link removed without another solution to this issue. We do not see any problem with the current link. The only improvement we would suggest is to ensure vegetation is kept low so that it doesn't inhibit visibility.	CR20/33416
210								1			Currently is hard to turn left from Balfour into Howard Street the angle is awkward. Coming up Howard Street to go straight ahead over Balfour it is hard to see and cars are parked there so have to dodge. Intersection has never worked well. I use daily. Don't understand why option 2 can't have raised road to slow cars down	CR20/33896
							42	51	106	8		
							Total	Total	Total	Total	207	
							Support Option 1 - Re-instatement of driveway link	Support Option 2 - Modified T-intersection (change of priority)	Support Option 3 - Removal of the device	No Changes / alternative		

AGENDA ITEM NO.:**10.12****TO:**

Council on 28 July 2020

DIRECTOR:

Simon Bradley, Director Infrastructure and Environment

REPORT AUTHOR:

Chris Newby, Manager Special Projects

SUBJECT:Broadview Oval / Yarnta Tutu yarta Draft Master Plan
Consultation Outcomes**1. EXECUTIVE SUMMARY**

Council received a report at its meeting of 28 April 2020 on the Draft Broadview Oval / Yarnta Tutu yarta Master Plan, at which time consultation with key stakeholders including the sporting clubs had been undertaken and was seeking consent to undertake broader community consultation.

Consultation commenced with written notification to all owners and occupiers within a 500 metre radius of the sporting and recreation precinct, in combination with individual consultation with key stakeholders, social media engagement, and the installation of posters around the site itself. The consultation period was extended to ensure ample opportunity for feedback to be provided.

Consultation concluded with a relatively high level of response received via the online survey as well as individual submissions. Some of the key themes that emerged through consultation were as follows:

- Support and excitement for the overarching intent of the Draft Master Plan
- Support for improvements to and upgrade of recreational and sporting facilities
- Support for increased car parking and landscaping provision, and improved public amenities
- Concern that (relatively) recent improvements to the precinct would be lost
- Concerns regarding potential loss of existing landscaping and a reduction in general amenity
- Concern regarding ongoing maintenance
- Suggestions for further (simple) improvements to be included in the Master Plan
- Suggestions that certain elements of the Master Plan be prioritised ahead of others

In all, there was a high level of support for the Draft Master Plan, and as such it is recommended that the Master Plan be endorsed without further amendments to the organised sporting precincts (tennis, football and bowls). It is recommended, however, that the recreational precincts be updated in the future to include additional opportunities for casual basketball and netball (that can be utilised when the casual tennis courts are not in use).

2. RECOMMENDATION

- (1) **Council having considered Item 10.12 Broadview Oval/ Yarnta Tutu yarta Draft Master Plan Consultation Outcomes receive and note the report.**
 - (2) **Council endorse the Broadview Oval/ Yarnta Tutu yarta Master Plan (as presented in Attachment 1), noting that minor updates may occur as part of future concept designs.**
 - (3) **Council note that the design and delivery of sporting and recreational precincts as well as individual elements of the Master Plan will be subject to future funding.**
 - (4) **The Council continues to investigate grant funding opportunities to fund the Master Plan.**
 - (5) **That Council advises all residents that live within a 500 metre radius of Broadview Oval/ Yarnta Tutu yarta well as other respondents to the consultation of Council's decision.**
-

3. DISCUSSION

Master Plan Overview

The Draft Master Plan was first developed a number of years ago in consultation with the community and key stakeholders, as Council sought to put in place an overarching strategic document to guide future improvements to this important sporting and recreational precinct. A number of the recreational elements of the Draft Master Plan have subsequently been delivered (such as the running track), or are currently being delivered (including improvements to the playground and dog park).

With the croquet club no longer operating from the precinct, and increasing membership at the tennis and football clubs, it is timely to revisit and refresh the Draft Master Plan prior to Council endorsement. Council is already delivering upgrades to the Rotary Centenary Playground and the adjacent dog park, both of which are located on the northern side of the Oval.

Whilst future improvements described in the Draft Master Plan are as yet unbudgeted (although the Long Term Financial Plan allocates some funding in future years), an overarching plan is required to ensure that there is a coordinated approach to where future development can occur without conflicting with other improvements. Once endorsed, the Master Plan can also be used to engage with government and/ or sporting bodies when seeking funding for future improvements.

At the Council meeting on 28 April 2020 a report was presented to Council seeking consent to undertake community consultation on the draft Broadview Oval/ Yarnta Tutu yarta Master Plan. At this meeting Council resolved:

- (1) *Council having considered Item 10.5 Broadview Oval / Yarnta Tutu yarta Draft Master Plan for Consultation, receive and note the report.*
- (2) *That Council endorse the Draft Broadview Oval / Yarnta Tutu yarta Master Plan (as presented in Attachment 1) for community consultation.*
- (3) *A further report is provided to Council on the outcomes of community consultation on the Draft Broadview Oval / Yarnta Tutu yarta Master Plan.*

The Draft Master Plan released for consultation included the following features:

- New community health and fitness hub incorporating a Football Club and fitness centre
- Demolition of the existing football club building and expansion of car parking areas
- Construction of a new tennis club building (accommodating both tennis clubs)
- Replacement of the former croquet club with four additional tennis courts
- Maintenance and improvement of pedestrian access from Collingrove Avenue to the Oval and surrounds
- Increase in car parking provision including hardstand areas, trafficable lawns and amenity landscaping
- Addition of four cricket nets, with the bowler run-up area able to double as a warm-up area for football (to replace an existing public access tennis court that doubles as a half-court basketball court)
- Establishment of a new (dedicated) half-court basketball court
- Demolition of the existing amenities building adjacent the NW tennis courts
- Refurbishment of the lawn bowls clubrooms and addition of a pergola
- Replacement of an existing bowling green with artificial turf and provision of a shade across the new green, and lighting to two greens
- New public toilets adjacent the playground
- Installation of lighting to the running track

Community Consultation Process

The engagement process (refer **Attachment 2-3**) sought to inform our community of the updated Draft Master Plan, and to seek community feedback on various elements of the Plan, particularly: what elements do they support/ not support; what elements are most important and should be prioritised; and is anything missing from the draft Plan?

Promotion of the consultation process included a mail out to property owners and occupiers within a 500 metre radius of Broadview Sports and Recreation Precinct / Yarnta Tutu yarta, complemented by social media engagement and physical posters on site.

Consultation opened on Monday 18 May 2020 and closed on Monday 29 June 2020. Consultation was originally planned to conclude 15 June, however was extended for a further two weeks to 29 June 2020 to give recreational users of the precinct (who may have been beyond the 500 metre radius mailout and affected by COVID-19 restrictions) an additional opportunity to respond.

Submissions on the Draft Broadview Sports and Recreation Precinct / Yarnta Tutu yarta Master Plan were invited via completing the Survey available via the Council's online Community Engagement Hub (<https://cityofprospect.engagementhub.com.au/>), or alternatively through correspondence to Council. The Engagement Hub contained the following details:

- Project information, including key dates and map
- Council Meeting agendas, minutes and YouTube recording
- Frequently asked questions (FAQ's)
- Survey
- Invitation to provide written submissions

A summary of the consultation process is provided below:

Date	Activity
February – March 2020	Consultation with Clubs and Sporting Bodies Senior Council staff met with representatives of sporting clubs and peak sporting bodies to discuss the Draft Master Plan and to get their feedback.
March - April 2020	Updates to Draft Master Plan A local design firm (DesignInc) undertook revisions to the Draft Master Plan, guided by feedback from the clubs, sporting bodies and Senior Council staff.
Tuesday 21 April 2020	Council Workshop Council staff presented an update on the Draft Broadview Oval/Yarnta Tutu yarta Master Plan to Council Members, discussing stakeholder consultation and feedback.
Tuesday 28 April 2020	Council Endorsement for Consultation The Draft Master Plan was formally endorsed for community consultation, with a future report to be presented to Council on the outcomes of the consultation.
Monday 18 May 2020	Community Consultation commenced
Monday 29 June 2020	Community Consultation closed at 5pm
Tuesday 28 July 2020	Council Meeting To receive consultation feedback and seeking endorsement of the Master Plan.
Early August 2020	Closing the Loop / Next Steps Copies of the 26 July 2020 Council Report will be: <ul style="list-style-type: none"> • Posted on the Council website and Engagement Hub • Sent (via link) to each individual and organisation that provided feedback separate to the survey process

Public Consultation Outcomes

The Survey available via Council's Engagement Hub was completed by 135 people, which is a relatively high level of engagement, with an almost even split between genders (50% male and 49% female, with 1% preferring not to say).

Of the responses received, 91% expressed support for the Master Plan in its draft form, 6% were unsure and 3% did not support it. Some excerpts from the comments are provided below (with the full suite of comments available at [Attachments 7-14](#)):

- More Tennis courts are needed now!! Tennis Clubrooms are an embarrassment for the local community
- The football club should be given priority based on the fact that it has the most council residents involved as members, players, parents and supporters
- Lighting for the running/ walking track far outweighs anything else for me

- The area definitely needs decent clean toilets
- Skate park or netball court as alternative sport. There are no netball courts in Prospect council area
- The addition of a retail/ hospitality space like a local coffee shop in this area would be amazing
- Maybe more lights in/ near the dog park upgrades to make it suitable for both night and day use - as well as making it grass, rather than bark chips
- A single half-court basketball court is insufficient. Our children are often unable to play on the existing half court because it is already in use
- Instead of additional club tennis courts, we would like to see the old croquet club space (or a portion of it) used instead for full basketball court(s) and/ or a skate park
- While I'm supportive of the master plan, I would not like to see any trees removed
- There seems to be ample parking all around so I don't see the need of extra car parking spaces
- Replacement of green area near lawn bowls with car park will have adverse effects on aesthetics of nearby properties, given the large parking area adjacent to oval this carpark is unnecessary
- The proposed cricket warming up area is a waste of space, how many days a year is cricket present
- The northern tennis courts are the only public courts and are highly used for many activities, I think all 3 should stay
- The basketball hoop is used a lot, it would be great to incorporate an 'adolescent area' with skate park and hoop area

A number of written submissions were also received in addition to the survey responses (refer **Attachments 15-51**). These submissions largely reflected the themes that emerged from the survey responses, but went into additional detail in relation to particular areas of interest.

Of note is that the Broadview Tennis Club and the Collingrove Tennis Club made a joint submission outlining their support for the Master Plan, and the anticipated future co-location of the two clubs within a new facility. They also expressed support for four additional tennis courts, while noting that the public access way as described was not preferred, although identifying alternate opportunities for this pedestrian link to be established.

Of particular note is the willingness of the tennis clubs to co-contribute funding to the redevelopment of the tennis precinct, which will be explored further following endorsement of the Master Plan particularly in the development of concept plans for that precinct.

Other comments received included:

- The NW corner tennis court facilities are also limited yet highly used. It would be ideal to see this area made more inviting, improve multiuse/multi-sport, improve toilet/BBQ/shelter - this area could easily become an inviting relaxed health area encouraging physical fitness and community socialisation (at a distance of course)

- All I want to say is can you add a few seats around the running track as I use this to walk around for exercise, I am elderly and often need to stop and sit around the track, there is no seating at Myponga St end of track
- I really like the plan except for the positioning of the two storey football clubrooms. We are about to build our family dream home. At the moment we have a beautiful open view of the oval. With the proposed plan we would be looking directly into the two story clubrooms
- Currently there are some beautiful eucalypts in the carpark area along Poltawa Avenue that will be adjacent the proposed new clubrooms. These trees are home to many of these birds and I am sure lizards and possums let alone many species of insects. Are these trees going to be preserved or do they have to be chopped down in the name of "development"?
- The demolishing of the existing NW toilets to install a half basketball court is not recommended as its excuses to demolish the toilet and waste of money. Low height wall say 300mm high should be built. Starting from McInnes Avenue running towards the south along Myponga tce for say 100 metres. Purpose to retain the leaves from the gum trees and bark etc blowing for the oval or park into my driveway making a large mess
- We support the entire Master Plan as the vision for the future of the precinct. As a priority for our clubs and the community we see the construction of a new tennis club building (accommodating both tennis clubs) and replacement of the former Croquet Club with four additional tennis courts as being vital to the success of the precinct

Comments received via Council's Facebook page ([Attachments 4-6](#)) were mostly positive with a few people providing suggestions for inclusion of other elements. Below are a few of the comments received:

- I could give at least five other community spots that need money spent and not just a major upgrade for the elite.
- I agree there needs to be a few netball courts. So many tennis courts, yet they can't put up a netball court? It should have multifunctional uses the courts
- Also I would like to see a fenced area around the playground
- Even a community garden or nice picnic areas like at prospect memorial. Fill in survey!
- Would (be) great to see more nature play and a water course in the design
- Given the significance (scale) of the facilities, hopefully the quality of the architectural/landscape design is top notch
- Love it New Club Rooms 🎉 Love it all!!!
- I'm just so excited for a new playground there please hurry along before my daughter outgrows them 😊
- I would still like to see that you can park your cars around the oval to watch the games stay. That was a good way to watch cold and wet games
- This is a great investment for so many members of the community. It will ensure that these sporting clubs that already have long and proud histories will be around for many more years into the future
- Omg how fantastic is this!!!! Long overdue upgrade on an awesome upgrade for the community!!!!

Implications, Related Questions and Further Information

The endorsement of the Master Plan does not commit Council to its delivery, as it has been clear from the outset that this is an overarching plan for the future of the precinct and subject to finding opportunities. As such, there are no specified priorities outlined as part of the Master Plan and, while there is funding allocated in the Long Term Financial Plan, it is anticipated that co-funding and grant opportunities will be required to deliver on the Master Plan.

Following the anticipated adoption of the Master Plan, Council administration intends to engage an independent media company to produce a short video that provides a clear, concise and engaging overview of the future of Broadview Oval / Yarnta Tutu yarta. The video would include ground-level and aerial footage, incorporating concept artwork (if available) of the two future sporting club facilities. The video would be an important promotional tool that would inform residents of what has been endorsed, while also showcasing the precinct for future grant funding applications.

Relevance to Core Strategies / Policy

- *Local Government Act, 1999*
- Community Engagement and Consultation Policy
- Open Space Strategy, 2018

Strategic Plan to 2020 Theme 1 – People “Know, empower, celebrate, educate and activate our community”

Strategy 1.1 Know our community
Strategy 1.3 Active living for every age, every stage

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

Strategy 2.2 Loved parks and places

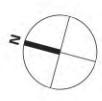
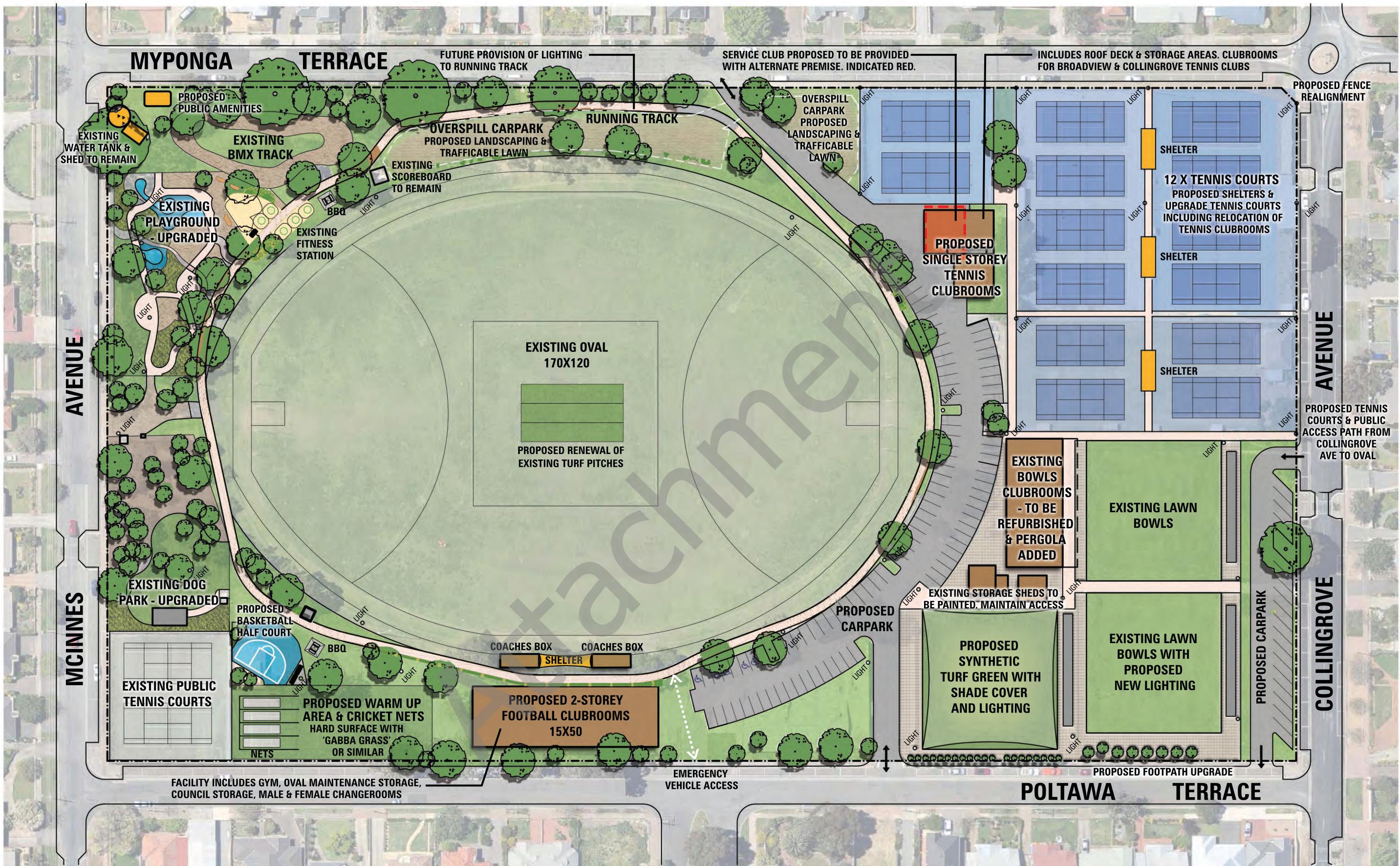
Intelligent Community Indicators

6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.

ATTACHMENTS

Attachments 1: Broadview Oval / Yarnta Tutu yarta Draft Master Plan

Attachments 2-51: Broadview Oval / Yarnta Tutu yarta Draft Master Plan Engagement Report



Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta

Master Plan 2020

INTRODUCTION

The purpose of this report is to provide an overview of the community engagement process undertaken for the Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta – Master Plan 2020 and report on the feedback received from our community resulting from the engagement process.

ENGAGEMENT OVERVIEW

Engagement Level

- Level 2 – Consult and Involve

Timeframe

- The engagement was open for a period of 6 weeks, commencing Monday 18 May 2020, concluding Monday 29 June 2020.
(Note – consultation originally planned to conclude 15 June 2020 however was extended for a further 2 weeks to 29 June 2020).

Objectives

- To inform our community of the updated draft Master Plan
- To seek community feedback on various elements of the Plan – what elements do they support/not support; what elements are most important and should be prioritised; is anything missing from the draft Plan?

Target Group/Catchment Area

- Community / Sporting Groups
 - Broadview Football Club
 - Broadview Tennis Club
 - Collingrove Tennis Club
 - Lions Club of Prospect Blair Athol
 - Prospect Broadview Bowling Club
 - SACA
 - SANFL
 - Tennis SA
- Property owners and occupiers within 500m radius of Broadview Oval / Yarnta Tutu yarta
- Local residents and visitors to the precinct
- City-wide and beyond

Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta Master Plan 2020

Engagement Activities Undertaken

Activity	Description	Target Group
Face to Face Meetings	Individual meetings held with key stakeholders to discuss Master Plan and gather feedback.	<ul style="list-style-type: none"> • Broadview Football Club • Broadview Tennis Club • Collingrove Tennis Club • Lions Club of Prospect Blair Athol • Prospect Broadview Bowling Club • SACA • SANFL • Tennis SA
Mail Out	Letter and draft concept design posted to property owners and occupiers within 500m of project area (777 letters in total) to raise awareness of the project and seek feedback via Council's Engagement Hub website or written submission.	<ul style="list-style-type: none"> • Residents and Property Owners within 500m radius of precinct
Online survey	Survey established on Council's Engagement Hub website to gain feedback on draft concept design	<ul style="list-style-type: none"> • Residents and Property Owners within 500m radius of precinct • Wider City of Prospect community
On-Site Signage	Corflute signage erected at various locations throughout the precinct to raise awareness of the Master Plan and direct people to the Engagement Hub website	<ul style="list-style-type: none"> • Local residents and visitors to the precinct
Social Media	Posts on Council's Facebook to promote the project and invite feedback via Council's online Engagement Hub	<ul style="list-style-type: none"> • Council's social media community
Webpage	Project webpage on Council's Engagement Hub website providing background information on the project, draft concept designs, frequently asked questions and survey	<ul style="list-style-type: none"> • Residents and Property Owners within 500m radius of precinct • Wider City of Prospect community

Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta

Master Plan 2020

FEEDBACK RECEIVED

Social Media

A Facebook post on 26/05/2020 received 70 comments (including tags) and 23 shares, with 46 of the comments providing feedback (as listed below). Comments received were mostly positive with a few providing suggestions for other elements to be included in the master plan.

Below is a list of all the comments made:

1. exciting !!!
2. Yes we got a letter in the post about it.
3. I could give at least 5 other community spots that need money spent and not just a major upgrade for the elite.
4. It's very clear that prospect council only care about the parts of the community they want to care about. The rest gets forgotten
5. I think we will be waiting more than 18 months for all of those promised improvements
6. What are you talking about? A community sporting area is not elite. Get a grip. This improvement is well overdue and will be fantastic for the wider community. Got your grumpy old man pants on mate!
7. I received this in the mail, as I live nearby, but I am replying here. First, why was money spent only a couple of months ago to replace the football club roof if the building is going to be demolished? Second, within the last couple of years Council money was spent on extending and upgrading the car park in the NW corner, which is now to be torn up and replaced with the new club rooms and cricket nets. I am normally very positive about the Council, but not in those two cases. What will happen to the large lemon scented gums in that area, and the one recently planted? Lighting the running track might be good, as women in particular don't want to use it in the dark. But residents of houses fronting the

 City of Prospect
26 May · 3 · ...

We would like your feedback on the Draft Broadview Sports & Recreation Precinct (Yarnta Tutu yarta) Master Plan. The Draft Plan is intended to describe Council's overall vision for the future of the precinct and provides an overview of a series of improvements, ensuring that each component can be delivered in a manner that aligns with the overall vision.

The updated draft Master Plan includes the following features:

- A new community health and fitness hub incorporating a football club and fitness centre
- Demolition of the existing football club building and expansion of car parking areas
- Construction of a new tennis club building (accommodating both tennis clubs)
- Replacement of the former croquet club with 4 additional tennis courts
- Maintenance and improvement of pedestrian access from Collingrove Avenue to the Oval and surrounds
- Increase in car parking provision including hardstand areas, trafficable lawns and amenity landscaping
- Addition of 4 cricket nets, with the bowler run-up area able to double as a warm-up area for football (to replace an existing public access tennis court that doubles as a half-court basketball court)
- Establishment of a new (dedicated) half-court basketball court
- Demolition of the existing amenities building adjacent the NW tennis courts
- Refurbishment of the lawn bowls clubrooms and addition of a pergola
- Replacement of an existing bowling green with artificial turf and provision of a shade across the new green, and lighting to two greens
- New public toilets adjacent the playground
- Installation of lighting to the running track

For more information, or to provide your feedback, please visit <https://cityofprospect.engagehub.com.au/draft-broadview-sports-recreation-precinct-yarnta-tutu-yarta-master-plan>

Consultation closes on Monday 15 June at 5pm.



Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta Master Plan 2020

track might not be happy about the extra light. The other proposals look like very good community developments.

8. Maybe the Council can score some money from the Federal Government's new scheme to keep tradies in business?
9. council rates
10. can't wait 😊
11. council rates
12. killa more soldis yeah baby
13. Great idea, but how about fixing some of the street surfaces in Prospect that are in a terrible condition!
14. I could not agree anymore. There is so many other areas in prospect that are falling apart and forgotten
15. yes they need to undertake basic maintenance as well as high profile works!
16. but the playground isn't mentioned 😞
17. in the picture it says upgrade. And once I went into survey the intro implied that it's underway soon. The playground definitely needs an overhaul. And has so much potential! I was also thinking netball courts rather than even more tennis courts.
18. yes Gail I agree there needs to be a few netball courts. So many tennis courts, yet they can't put up a netball court? It should have multifunctional uses the courts
19. Also I would like to see a fenced area around the playground
20. yes esp as I'll have another runner on my hands soon. Even a community garden or nice picnic areas like at prospect memorial. Fill in survey!
21. yes a community garden is just perfect! It would appeal to so many people, and a few picnic tables or areas. Even a communal bbq
22. I think they're going for a sports hub, but you're right, no netball courts doesn't do that. I agree a couple multifunctional courts would solve that. 😊
23. finally deciding to rebuild it after I destroyed it a few years back.
24. Haha rate that
25. new hood for the Norf Side Boyz
26. Will the existing playground be replaced as part of this redevelopment?
27. would great to see more nature play and a water course in the design
28. the torrens river is only 10 mins away for creek time or how it's called these days nature play
29. thought you might like to see the plans for Broadview Oval
30. given the significance (scale) of the facilities, hopefully the quality of the architectural/landscape design is top notch. e.g. <https://studionine.net.au/proj.../adelaide-comets-clubrooms/>



STUDIONINE.NET.AU

Adelaide Comets Clubrooms - Studio Nine Architects

31. This looks like it will be money well spent.

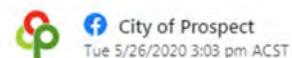
Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta Master Plan 2020

32. truffles gonna go insane
33. Love it New Club Rooms  Love it all !!!
34. Looks great but can we also please look at the Prospect Tennis club?
It's in urgent need of an upgrade.
The club rooms is very outdated. It has no bathroom or shower facilities.
The fencing has holes and metal poking out , which has cut people.
Fence holes have been filled with blocks of wood to stop balls from escaping.
This is just a few of the issues there. It's an embarrassment when other clubs visit as they have amazing facilities compared to Prospects.
35. Got it in the mail yesterday floss 😊
36. I'm just so excited for a new playground there please hurry along before my daughter outgrows them 😊
37. I would still like to see that you can park your cars around the oval to watch the games stay. That was a good way to watch cold and wet games
38. cue the Adelaide wowsers who hate development.
39. This is a great investment for so many members of the community. It will ensure that these sporting clubs that already have long and proud histories will be around for many more years into the future.
Hopefully the clubs are being included to have a say in the planning so that it has the best possible outcome
40. Looks fantastic, long overdue for Broadview FC and wider community. Bring it on!!
41. Amazing 👍
42. dog park upgrade!
43. show dad
44. Omg how fantastic is this!!!! Long overdue upgrade on an awesome upgrade for the community!!!!
45. Wheres the pickleball courts
Its a growing sport, combines tennis, tabletennis and badminton. Played indoor or outdoor
46. Will tennis courts be public ?

There was a good level of engagement via social media which assisted in driving online traffic towards a survey (hosted on Council's Engagement Hub page) to provide additional feedback.

The survey outcomes are provided on the following pages of this report.



We would like your feedback on the Draft Broadview Sports & Recreation Precinct (Yarnta Tutu yarta) Master Plan. The Draft Plan is



Impressions	10,234
Reach	8,439
Engagements	2,519
Engagement Rate (per Impression)	24.6%

Engagement Report

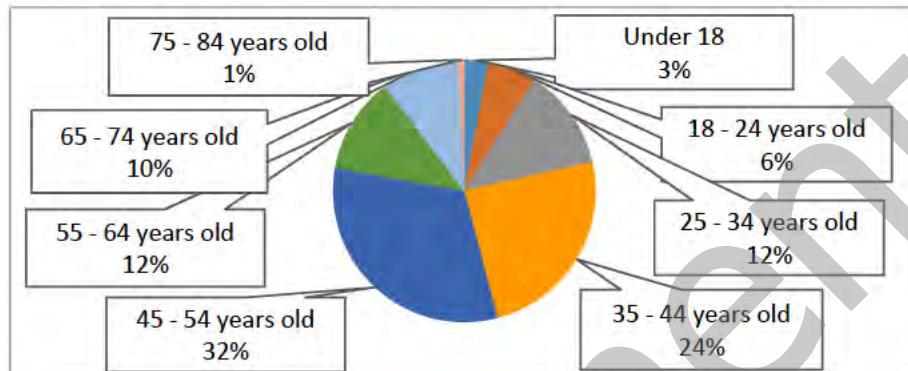
Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta

Master Plan 2020

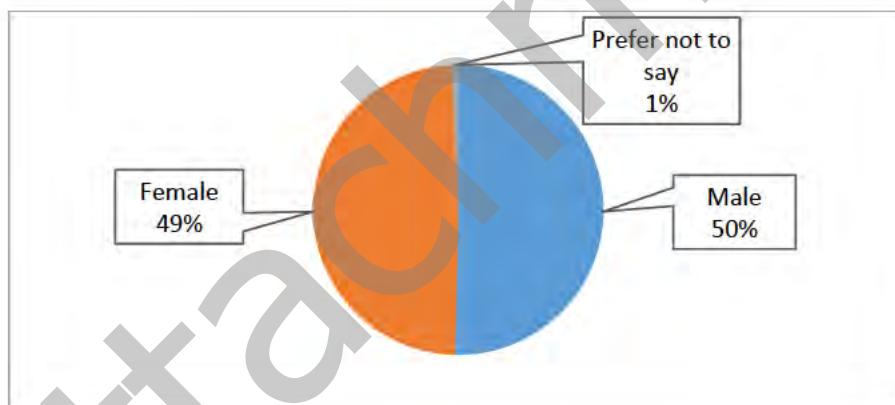
Survey (via Engagement Hub <https://cityofprospect.engagementhub.com.au/>)

The Engagement Hub featured a survey (along with a suite of information on the project) that opened on Monday 18 May 2020 and closed on Monday 29 June 2020. Survey outcomes are provided below:

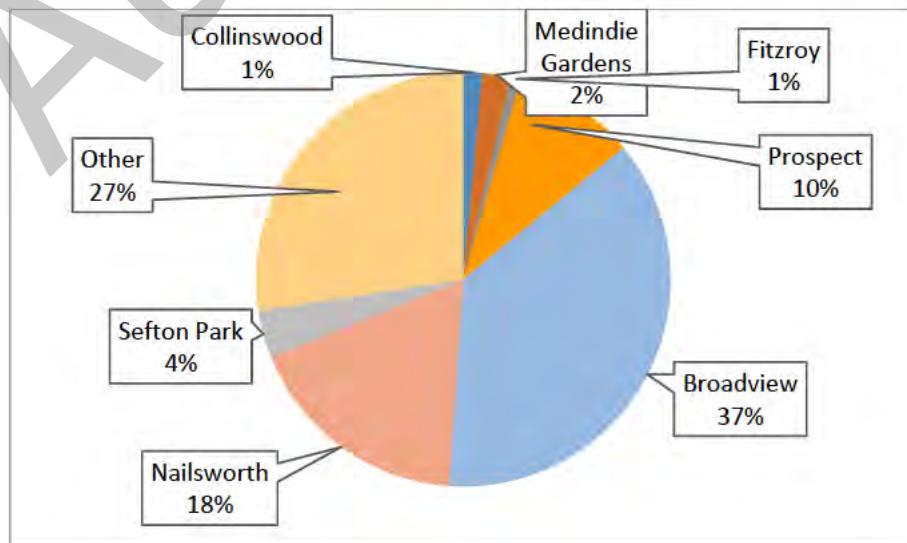
1. Age



2. Gender



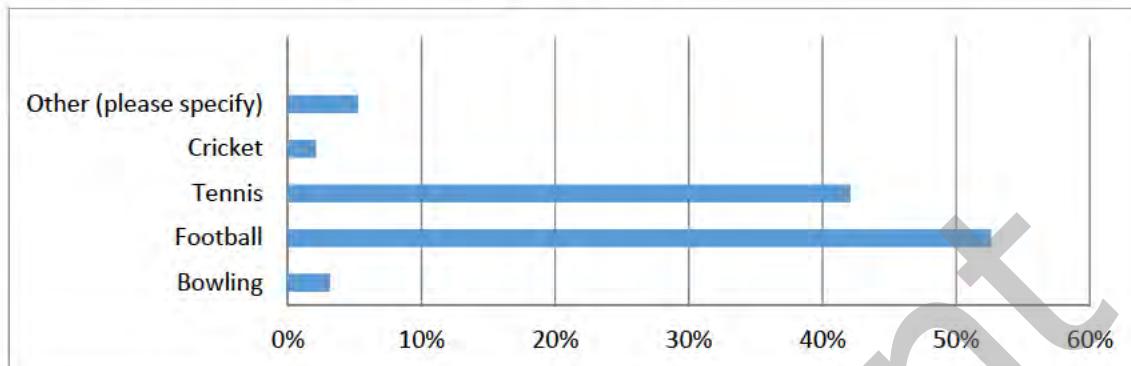
3. Suburb



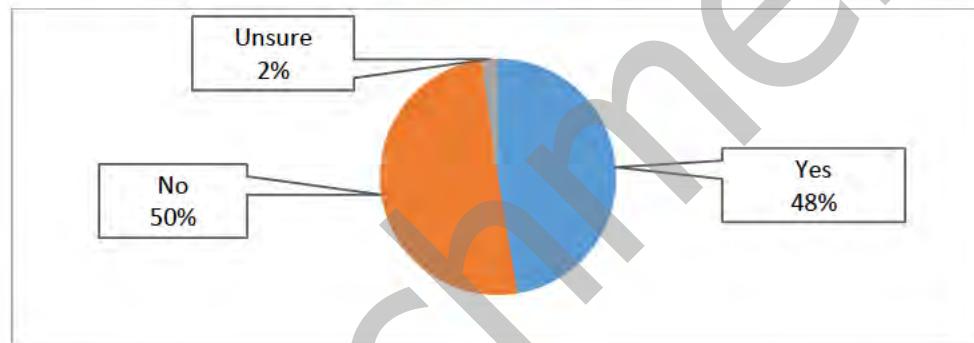
Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta Master Plan 2020

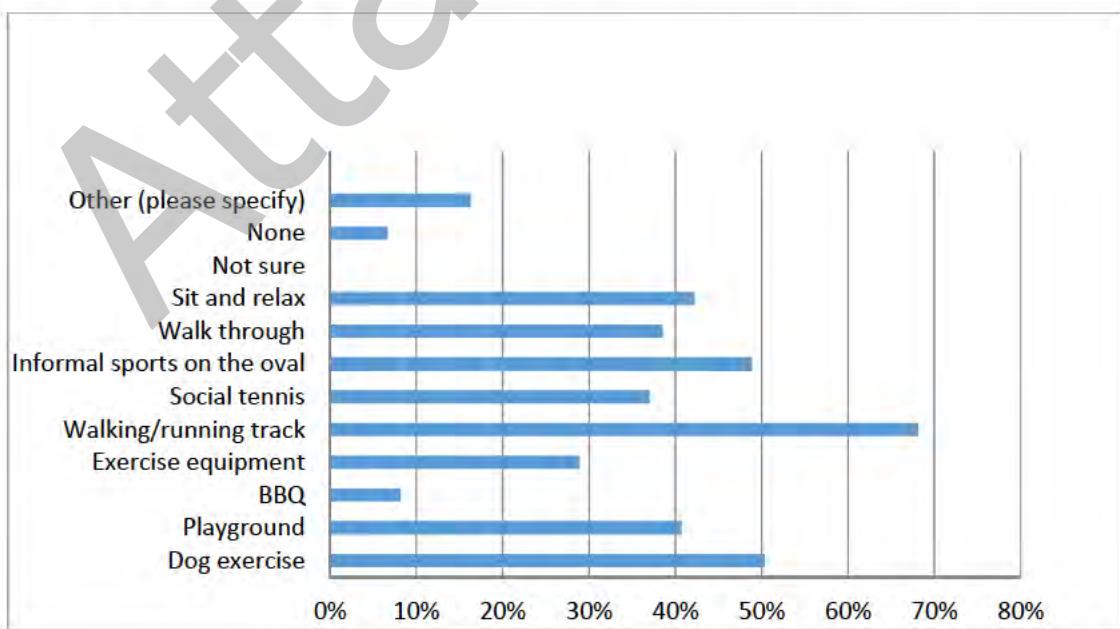
4. Are you a member of one of the local sporting clubs?



5. Do you live within walking distance (500m) of the Broadview Oval / Yarnta Tutu yarta Precinct?



6. Do you use the precinct for any of the following leisure activities? (Multiple Options can be selected)



Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta

Master Plan 2020

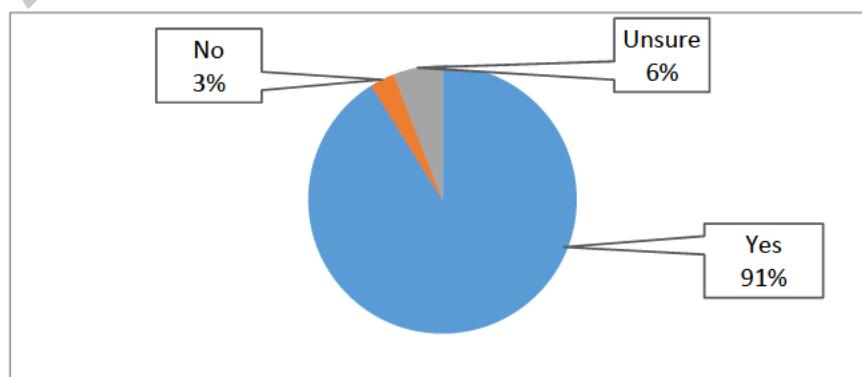
7. The Draft Master Plan contains a number of different components, which will be delivered in stages subject to grant funding opportunities. The running track has already been established, while works on improving the dog park and replacing the playground equipment will be underway shortly.

Drag and Drop to rank each component of the Master Plan in order of priority - Top indicates most important /Bottom indicates least important.

The rank aggregated responses are provided below (presented as the combined total of all ranked responses, with 1 being the 'highest priority' and 13 the lowest):

1. Construction of new (combined) clubrooms for the Broadview and Collingrove Tennis Clubs to replace the existing clubrooms, and re-linemarking of the existing courts to suit
2. Construction of new football clubrooms, with the existing clubrooms location replaced with a car parking area
3. Construction of four additional tennis courts with lighting, to replace the former croquet club
4. Refurbishment of the existing bowls clubrooms
5. Installation of lighting to the running track
6. Construction of a new half-court basketball court (replacing the existing amenities building)
7. Construction of toilet facilities adjacent the playground
8. Replacement of one bowling green with synthetic turf and provision of a shade cover
9. Replacement of green space at the corner of Poltawa and Collingrove Ave with car parking
10. Construction of cricket nets (replacing an existing public tennis court and basketball ring)
11. Additional landscaping to the precinct generally
12. Installation of permeable paving (trafficable lawn) to the overspill car parking areas
13. I do not support any of these components

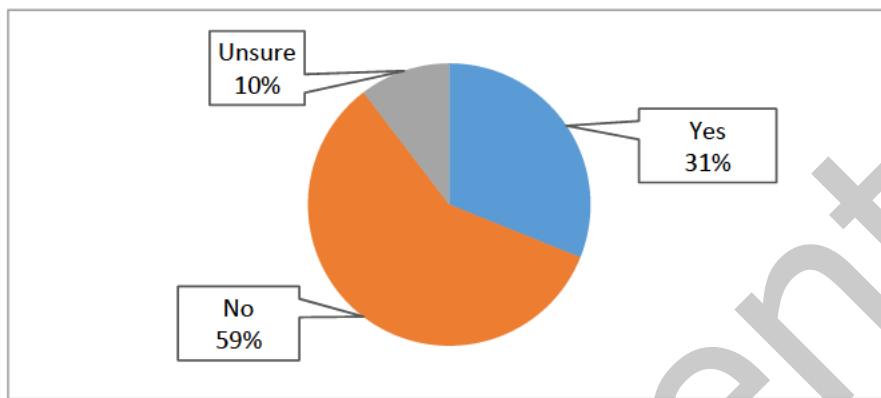
8. Do you generally support the Master Plan?



Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta Master Plan 2020

9. Are there any items that should be added to the Master Plan?



Are there any other comments you wish to make?

- You have my full support for the refurbishment of the oval.
- It all needs to be a priority as people are losing their own outdoor space as property's are decreasing in block size. The playground needs to be a destination playground it is very old fashioned. More options for 10-17 Olds. Skate park or netball court as alternative sport. There are no netball courts in prospect council area.
- As mentioned above i feel the old brick Mothers and Babies building could be re-furbished and possibly be utilized.
- My family and my dog love the dog park but I have a health concern.
When it's a dry day and dogs are running around the dog park it creates dust. Also, bark hides dog waste so it's not very healthy for young people wandering around the park. I'm wondering if there's an alternative surface rather than bark for dog park.
Thank you.
- Lighting for the running/walking track far outweighs anything else for me. It can be used by all whether you participate in organized sport if not.
- Will the football club rooms be open for use by other community groups?
- The improvements are a welcomed addition to the area.
- The addition of a retail/hospitality space like a local coffee shop in this area would be amazing :)
- Like all project there is a process.... which we are eventually doing which will allow you the council to endorse which is critical for us to move forward in trying to secure funding... No endorsement no funding
- Understanding on the impact to the community whilst these works are being undertaken. Will we still be able to use the space daily? Timelines for the playground would be great.
- Long overdue upgrade. Thank you. Maybe revisit the times dogs can be off their leads...especially with people wanting to exercise on the track and oval, during COVID and DLS time this has been an issue with personal safety (already reported my daughter's incident with a dog to council.) w
Also need some signage on the track for kids on bikes /scooters etc for people to keep left if possible. At the moment kids on scooters, bikes and especially some sort of sitting device are expecting people to just quickly get out of their way as they come up behind them. The track is for

Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta Master Plan 2020

all whether on foot or a bike.

Cant wait for all this to eventuate

- Looks very exciting. Only concern would be a bland lifeless clubroom like some other football clubs have recently built.
- Overall it looks like a great plan. Well done! Looking forward to the finished product.
- I think the Council storage and Council machinery for Oval should be stored separately out of Club ie in a shed as storage for football club ie all sporting equipment is a huge necessity.
- I congratulate the council of the plan and having the foresight to further develop this wonderful local facility.
- This is Brilliant and I applaud the efforts of all concerned, I'm disappointed it's taken so long to get to this point but understand that unless you take the time to get it right it can end up horribly. Well done!
- The playground upgrade needs to go ahead ASAP. There are aspects of the current playground that are unsafe due to disrepair. While nature playgrounds are wonderful, the benefits of some traditional equipment, nature play with actual nature far outweigh that if some of the modern nature play spaces.
- Great & well needed upgrade to a well used precinct that benefits all of the community.
- I am a long time member of one of the tennis clubs. This development is fantastic - the only thing which doesn't make sense to me is why there would still be 2 tennis clubs instead of amalgamating to one with these new facilities. Sharing a club room with technically our opposition is crazy and surely not the smartest way to move forward with such an amazing new development.
- I have doubt that this proposal will be started in my lifetime.
- I think it should appeal to everyone in the community, not just a sporting hub. Could do more community activities and hold classes for young and old. It would really bring everyone together
- There isn't much wrong with the oval precinct as it is. It has a refreshing country feel, which is rare in inner suburban Adelaide. The architecture is wonderfully eclectic and verging on heritage; it would be a pity if it was replaced by same-same, commonplace, uninspired modern buildings. I would be loath to see some mature trees be removed to make way for the new football clubrooms.

Some resurfacing of the carpark areas would be nice.

I cannot see Broadview and Collingrove Tennis Clubs integrating. Even then, I am not even convinced that they need four extra courts. Perhaps the old croquet area could be used for a fitness centre, if that is highly sought after.

- The Broadview Tennis Club is in need of 10 courts to facilitate all of the Tennis programs and competitions that it runs for the community. Improvements to the South Eastern "Tennis" facilities within the Broadview Sports and Recreation Precinct/Yarnta Tutu Yarta Masterplan are critical for the ongoing success of our local community tennis programs. There are significant opportunities to secure State and Federal Stimulus funding for 'shovel ready' projects and the tennis improvements fit into this category for an immediate start.
- Tennis upgrade needs to happen first and now!!
- Tennis growth requires upgrade and especially the amount of community players that are now accessing courts.
- Pleased to see the improvements being actioned
- Look forward to a speedy approval so it can be undertaken ASAP much needed for our community.

Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta

Master Plan 2020

- It's Broadview Tennis Club, not Prospect....and considering that Broadview TC are the biggest club north of Adelaide and support the International event in January, it's essential for the club to have these upgrades as a priority.
- happy to discuss further
- Good luck, I hope you receive all the funding and the master plan is realized!
- The community will greatly benefit from these upgrades and will be one of the leading council areas in local sport.
- good information and the site plan was easy to understand. Great work Chris Newby and the team.
- I'm not sure how two totally separate tennis clubs (Broadview and Collingrove) can successfully operate out of 1 club room. Each club has separate members, equipment, canteen stock, demand for courts etc.
- Maybe more lights in/near the dog park upgrades to make it suitable for both night and day use - as well as making it grass, rather than bark chips. We don't seem to be allowed on the oval to walk the dogs at night due to the football club trainings
- There seems to be ample parking all around so I don't see the need of extra car parking spaces. People may just have to park a bit further away and walk a bit more. The area definitely needs decent clean toilets. Often we have been at the courts, box track or playground and have had to come home as someone needed the toilet.
- Synthetic lawn bowls green is easy to ruin, ensure lawn bowlers are on the panel to decide which turf to use. Otherwise you'll end up with a situation like playford. Also make sure that a synthetic is what the bowlers actually want. Bowling on grass is like listening on vinyl.
- Great idea, get on with it then.
- Is there a breakdown of costs by amenities and taking into account non-council contributions?
- Nil
- While I'm supportive of the master plan, I would not like to see any trees removed. While it looks good on the plan, I would perhaps query whether we are trying to fit too much into too small a space?
- The football club should be given priority based on the fact that it has the most council residents involved as members, players, parents and supporters. The football club caters for a large numbers of children and young adults of both sexes as well as the families of these young people. Broadview Football Club is very important organisation in the Prospect Council.
- construction of new football clubrooms is highly needed.
- I think it is fantastic that funds are getting put towards improving facilities used by both sporting clubs and the community
- This precinct and the various clubs and people that use it has waited far too long to be refurbished and has been pushed down the list with less important projects being prioritised by the council. Please bring this important part of your council area into the 21st century.
- Get it done as quick as possible, getting older, want to see the final outcome of changes. Thank you, Myles Howson.
- None at this stage.
- Great to have a community hub for families this side of main north rd. Lovely place to live especially with a proactive council
- Amazing plan and layout for much needed upgrades
- I'm pleased to see the sports clubs have separate club rooms to keep their identity and history. Please just make it happen. Cheers

Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta

Master Plan 2020

- Better integration of the various sporting clubs is desirable so that there is unity of thought rather than self-interest.
- Everyone at the football club is very excited about the planned upgrade - kids, parents, players, coaches, past players & even parents of young kids who will be future players.
The existing facilities are very tired, run down & even inadequate, the club rooms, change rooms and bar area really aren't very inviting, if the new club rooms could be built with a focus on encouraging people to stay around the club after games it would go a long way to adding to the feeling of community & helping people to feel more connected to the people in the area - kids & adults ! As a junior coach I can directly see the benefit that kids receive by playing team sport. The better our club is the more people we can attract & benefit.
- This Master Plan should be implemented as soon as possible and get the Broadview Hub up to date in line with what other local government Councils across S.A. are doing. It would be a huge boost for the area and open up a number of opportunities
- A single half-court basketball court is insufficient. Our children are often unable to play on the existing half court because it is already in use. This indicates that there is a demand for basketball facilities. Yet these have not been increased in the Master Plan. We would like to see more amenities for older children/teenagers/young people. Instead of additional club tennis courts, we would like to see the old croquet club space (or a portion of it) used instead for full basketball court/s and/or a skate park (given that there is currently no skate park in the whole of prospect council). Thank you.
- More Tennis courts are needed now!! Tennis Clubrooms are an embarrassment for the local community. Toilets failed during the Adelaide International when i was a volunteer coordinator for the club with many international players not happy with the toilet facilities. They were very supportive of BTC and the excellent service they received but the facilities are substandard and need to be resolved before next years event in Jan 2021.
- I am not sure of the condition of the tennis and bowls clubs but I know the football clubrooms are in very much need of a major upgrade. A lot of money would be needed to sustain the current clubrooms. Time for a fresh start with a modern layout to suit todays needs
- Look forward to new grounds
- Lighting for the running track is a great idea. it is certainly noticeable on how dark the end by the playground is after hours when no football was being played
- Replacement of green area near lawn bowls with car park will have adverse effects on aesthetics of nearby properties, given the large parking area adjacent to oval this carpark is unnecessary. Instead the green area should be landscaped , existing lawn bowls should be tree lined on Collingrove Ave side.
- It looks a well thought out are and works for all the stakeholders Football, Bowls and Tennis
- Lets get this happening!
- We are talking about amateur sporting clubs. Bear in mind too that Prospect Oval is getting a \$19.5 million dollar improvement and that is for a higher level of sport. Amateur clubs do not NEED a gymnasium and it is doubtful that they could afford to equip one. Ratepayers should not foot the bill for equipment. A grandstand will increase the noise levels of the spectators and is not warranted for the average number of spectators. Little thought has been given to residents who want to use the area. No mention has been made of costs, particularly the ongoing burden on the ratepayers. If you are going to spend ratepayers money spend it on ratepayers not sporting clubs that have no imposition on them to be only for the council area,

Engagement Report

Draft Broadview Sports & Recreation Precinct – Yarnta Tutu yarta Master Plan 2020

- I think the idea of lighting the running track is a definite MUST DO! It is well used in the early mornings when it is still dark, so lights would be a terrific addition. It would make exercising/running before and after work much more appealing and safe. The area of the linear park track that is lit up is excellent but an actual running track with lights would be excellent!
- I think each club should be given the ability to have life member's name around the running track
- Protection of existing native flora and fauna plus expanding the native species in the area.
- Seclusion of the toilets and location so close to road concern me for sexual assaults especially on children. In the past I have had to ask men to leave the playground and my friends have had 'strange men' come up to there kids during junior football training. Why demolish perfectly good toilets located on the northern side that are visible ? The proposed cricket warming up area is a waste of space, how many days a year is cricket present ? The northern tennis courts are the only public courts and are highly used for many activities, i think all 3 should stay. People also use the wall of the club room on the synthetic court to practice tennis. The basket ball hoop is used a lot, it would be great to incorporate a 'adolescent area' with skate park and hoop area (perhaps where the cricket warm up is going to go). Concerned regarding loss of parking and parking so close to the walking track on the SE side, many children and dogs use this are and even now cars do not slow down when approaching this are (perhaps some fencing - could even be a prolonged seat type thing). New area for club rooms will require removal of trees, not necessary, just redo the current rooms and keep the parking and trees. More effective utilization of tennis courts on club side - they remain dormant most of the time which is disappointing - if courts open kids can ride bikes, roller skate etc
- Better Toilets at Tennis Club
- All tennis court lights should have an automatic turn off at a reasonable hour in the pm. Suggest before 10pm to allow people to sleep.
- None
- Would be pleased to meet with council representatives to discuss any concepts and potential ability to attract funding to the project.

Written Submissions

A number of individual written submissions were also received in addition to the survey responses and feedback via social media, which are provided on the following pages. Names and contact details have been redacted for privacy reasons.

Chris Newby

From: [REDACTED]
Sent: Tuesday, 24 March 2020 2:07 PM
To: Chris Newby
Cc: [REDACTED] Administration
Subject: Re: Broadview Oval Master Plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Chris,

Thanks for forwarding this on. It would be great for this to progress, however, the many stakeholders involved and ambitious nature will make for a challenging project and lengthy one.

I was wondering if there will be some interim steps toward Broadview Oval precinct modernisation. The following would likely be well received by the existing user group:

1. Safe lighting to walking track (this has attracted more users since construction) - this is very dark at night and early morning, given parking area and public facilities, this would improve safety and greater community use.
2. Playground area, BBQ, open space - This is well over due for a refresh. Currently the main play equipment has been essentially static for >20 years old and isn't fit for purpose for a broad range of children, there are minimal BBQ facilities, minimal sheltered structures (rain/sun), it is quite dry and barren thus not overly inviting. The facility is well below level seen in other parts of Prospect and not meeting broader community expectations. There are many great examples of nature play set ups in adjoining councils - eg Felixstow reserve - it would be a great achievement to approach this facility in a short time frame.
3. Sporting facilities -
 - a. Broadview oval precinct, and likely whole of Broadview, currently has only one basketball ring - it is also on a shared tennis area creating a space conflict. The ring is currently in need of repair, and ideally improved for function (it is not a quality ring), has no lighting limiting use, and there is only one - one! This area could easily support one or two additional rings to improve access. Young kids can't play safely or confidently with older kids without risk of injury.
 - b. The NW corner tennis court facilities are also limited yet highly used. It would be ideal to see this area made more inviting, improve multiuse/multi-sport, improve toilet/BBQ/shelter - this area could easily become an inviting relaxed health area encouraging physical fitness and community socialisation (at a distance of course).
 - c. Cricket nets - There are a number of non-club centric community members who currently play on the oval conflicting with broader oval use, and safe use. There is opportunity to add 1-2 nets at low cost within the precinct. Ideally this should be linked to BBQ/shelter area for social engagement - an opportunity is currently adjacent to the SE tennis courts (ie not used in disrepair croquet area). The area is heavy weight in tennis courts which have controlled restricted use - this is preventing more in the community using the space more effectively.

4. Dog park - This is a well used facility, however, is very dry and baron and feels like a dog prison rather than an area for human-animal interaction and play - surely we can do this better with minimal budget (ie plants, basic landscape additions, water play etc).

5. Expansion of open space facilities - The bike and adjacent areas are underutilised and uninviting. This is an area which likely requires minimal stakeholder engagement (ie cricket/football/tennis/bowls) - it would be great to see council be proactive at upgrading these areas while the more ambitious aspects are resolved.

I would welcome hearing your thoughts on the above suggestions, and furthermore, keen to hear how I could assist seeing some short term improvements made to the valuable Broadview Oval precinct with immediate benefit of local and broader community members.

As a resident of 18 years, I think it is now time that this precinct rapidly transition to modern community standard.

Regards,

[REDACTED]

[REDACTED]

Attachment

Chris Newby

From: [REDACTED]
Sent: Monday, 25 May 2020 1:54 PM
To: Administration
Subject: Draft Broadview master plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello I attempted to complete the survey online answered all the questions and pressed submit but site crashed, no good. All I want to say is can you add a few seats around the running track as I use this to walk around for exercise, I am elderly and often need to stop and sit around the track, there is no seating at Myponga St end of track.

[REDACTED]

Chris Newby

From: Steven Rypp
Sent: Tuesday, 26 May 2020 10:18 PM
To: Simon Bradley; Nigel McBride
Cc: Matt Larwood; shane.hodby@drummondgolf.com
Subject: Fwd: survey

FYI Simon and Nigel

Feedback from Shane Hodby from the Broadview Football Club below for follow up and consideration.

Cheers,

Steven

Sent from my iPad

Begin forwarded message:

From: Shane Hodby [REDACTED]
Date: 26 May 2020 at 9:37:21 pm ACST
To: Steven Rypp <steven.rypp@prospect.sa.gov.au>, Matt Larwood <matt.larwood@prospect.sa.gov.au>
Subject: RE: survey

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Done...

Interesting when you get to question 1 I thing you have to rate in order of importance....

Construction of a new football clubrooms with existing clubrooms location with a car park area....

Why couldn't we phrased it as a new community centre (hub) which incorporates a football club and fitness centre....

We need people to understand this is not only a football building but a community building

From: Steven Rypp [<mailto:steven.rypp@prospect.sa.gov.au>]
Sent: Tuesday, 26 May 2020 9:16 PM
To: Shane Hodby [REDACTED]; Matt Larwood <matt.larwood@prospect.sa.gov.au>
Subject: Re: survey

Thanks again for your feedback Shane.

As I mentioned in my text message, please ensure you put your feedback in as part of the community consultation process through the engagement hub website and have your say:

https://cityofprospect.engagementhub.com.au/draft-broadview-sports-recreation-precinct-yarnta-tutu-yarta-master-plan?fbclid=IwAR1tU8JbUUBCZvEZuTRQhlj_vsc-cET1sdN3cV2tVTORR--9CGKGnkezjo

Cheers,

Steven

From: Shane Hodby [REDACTED]
Sent: Tuesday, 26 May 2020 9:12 PM
To: Matt Larwood <matt.larwood@prospect.sa.gov.au>
Cc: Steven Rypp <steven.rypp@prospect.sa.gov.au>
Subject: FW: survey

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.
As per my text... I think this sounds a bit better..

Construction of a new community building which incorporates Broadview Football Club and Fitness Centre...

Why would you put change room facilities

I don't mean to be pedantic and I could be reading too much into it.. maybe I'm slight passion about this project!!

Shane

We would like your feedback on the Draft Broadview Sports & Recreation Precinct (Yarnta Tutu yarta) Master Plan. The Draft Plan is intended to describe Council's overall vision for the future of the precinct and provides an overview of a series of improvements, ensuring that each component can be delivered in a manner that aligns with the overall vision.

The updated draft Master Plan includes the following features:

- ➡ Construction of a new community building, incorporating a gymnasium and change room facilities
- ➡ Demolition of the existing football club building and expansion of car parking areas
- ➡ Construction of a new tennis club building (accommodating both tennis clubs)
- ➡ Replacement of the former croquet club with 4 additional tennis courts
- ➡ Maintenance and improvement of pedestrian access from Collingrove Avenue to the Oval and surrounds
- ➡ Increase in car parking provision including hardstand areas, trafficable lawns and amenity landscaping
- ➡ Addition of 4 cricket nets, with the bowler run-up area able to double as a warm-up area for football (to replace an existing public access tennis court that doubles as a half-court basketball court)
- ➡ Establishment of a new (dedicated) half-court basketball court
- ➡ Demolition of the existing amenities building adjacent the NW tennis courts
- ➡ Refurbishment of the lawn bowls clubrooms and addition of a pergola
- ➡ Replacement of an existing bowling green with artificial turf and provision of a shade across the new green, and lighting to two greens
- ➡ New public toilets adjacent the playground
- ➡ Installation of lighting to the running track

For more information, or to provide your feedback, please visit <https://cityofprospect.engagementhub.com.au/draft-broadview...>

Consultation closes on Monday 15 June at 5pm.

Chris Newby

From: [REDACTED]
Sent: Wednesday, 27 May 2020 6:53 PM
To: Administration
Subject: Draft Broadview Master Plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Attention Chris Newby

Hello,

I'm writing in response to the proposed new development of the Broadview Sporting Precinct.

I really like the plan except for the positioning of the two story football clubrooms. We are about to build our family dream home at [REDACTED]. At the moment we have a beautiful open view of the oval. With the proposed plan we would be looking directly into the two story clubrooms. As you can imagine this is not what we had planned when purchasing the property.

Is there any room at all for the clubrooms to be moved a little closer to the proposed carpark? Maybe having the emergency access on the other side of the clubrooms would free up some space to move it across.

We are very excited for the new area as we have three young children that will get plenty of use from this area. We just don't want to lose the beautiful view we already have.

Look forward to your feedback.

Kind Regards,
[REDACTED]

Sent from my iPhone

Chris Newby

From: [REDACTED]
Sent: Monday, 1 June 2020 5:50 PM
To: Administration
Subject: Draft Broadview Master Plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Chris Newby,

Thank you for the opportunity to respond to the proposed redevelopment of Yarnta Tutu Yara.

Overall, I think the plan that I know has been in consideration for a few years will be an improvement for human use.

However, I note in the FAQs that there is an unspecified answer to loss of trees. I would like to speak for the native wildlife that live there. There are at least a dozen magpies, visiting galahs, several pairs of Adelaide Plains Rosellas, scores of willy wagtails, native minor birds and hundreds of rainbow lorakeets and blue green lorakeets. They are not always consulted in human development and the value of our land should now be considered if it adds value to the entire ecosystem we live in.

Watching the devastation of habitat and likely extinction of Australian species with the bushfires this summer means that we all have to be mindful of the tenuous place our native flora and fauna have on this earth.

Currently there are some beautiful eucalypts in the carpark area along Poltawa Avenue that will adjacent the proposed new clubrooms. These trees are home to many of these birds and I am sure lizards and possums let alone many species of insects.

Are these trees going to be preserved or do they have to be chopped down in the name of "development"?

It is not appropriate to answer me by saying more trees will be planted as in the recent past NO native eucalypts have been planted at this precinct. This will just mean peeling away another layer of life that has every right to live there. They just don't "go to another tree". They usually just die, especially possums. Possums are not a pest, they have a right to live here. These creatures have no say unless we speak for them and respect them as part of our community.

It is fine for the peppercorn trees to be removed as they are not native. It is the native trees where our native birds and wildlife live that concerns me.

What is the plan to preserve our native flora and funa in this precinct?

with regards

[REDACTED]

[REDACTED]

Attachment

Chris Newby

From: [REDACTED]
Sent: Tuesday, 9 June 2020 3:34 PM
To: Administration
Subject: Upgrade of Broadview Oval - Running Track Lighting

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

A friend has told me about the new lighting installed in the park adjacent to the Tea Tree Gully Council office and library. Apparently it is a special kind that neither makes the person using the area feel spotlit and exposed, nor irritates people living nearby. It sounds like it would be good for our running track.

Regards

[REDACTED]

[REDACTED]

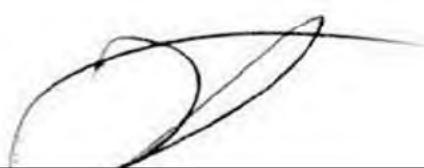
4-6-20²²⁸

To WHOM IT MAY CONCERN

I WOULD LIKE TO CONGRATULATE
THE CITY OF PROSPECT ON
PROPOSAL FOR THE BROADVIEW
SPORTS AND RECREATION
PRECINT.

I BELIEVE IT WILL BE GREAT
BENEFIT TO ALL CONCERNED

YOURS SINCERELY



6th June 2020

The City of Prospect
Manager Special Projects
(Manager Community Development)
Po Box 171
PROSPECT SA 5082

Att: Chris Newby

Dear Sirs

**RE: RESPONSE TO DRAFT PLANS REF: CR20/29298
DRAFT BROADVIEW SPORTS AND RECREATION PRECINT / YARNTA TUTU
YARTA MASTER PLAN CONSULTATION**

As a Prospect Council Rate Payer. Thankyou for the opportunity to comment/ submit my recommendations and dis agreeance of some plans for the Upgrade of the Broadview Oval site. Including rectifying leavers blowing from the oval site onto my property. previous letter to I ask that the Council Please reply to my following questions and **provide explanation**. This letter has been forwarded to my 2x Local Area Councilors Allen Harris & Steven Ryp.

LEAVES BLOWING DOWN DRIVE WAY 27 MYPONGA TCE

As part of the upgrade or before upgrade of the ovals works. I seek to have the following rectified:

1. Leaves from the north east corner of the Broadview oval park frequently are blown onto the road and across the road On to my Property 27 Myponga Tce Broadview ending up in full length of my drive way and back area of my Property.
2. I invite and ask the Council to inspect with me the problem and to actually see the problem.
3. I am constantly sweeping leaves that are not mine.
4. I have written to the Prospect Council previously regarding the following. The Council implemented more street sweeping whoever this has not and does not rectify the problem.
5. I ask the Council stop installing more bark and wood chips onto the park area or around the bike track.
6. Why has the Council recently planted Bottle Brush trees in the N/E corner which drop their red leaves or bristles that will blow onto my property?
7. **SOLUTION:** To rectify the problem of leaves blowing onto my Property. I ask the Council to build a low height wall say 300mm high or a high wall that also would stop very young children running onto the road.

8. The wall should be constructed say 300mm high in the corner of **Myponga Tce** and **Mc Inness Avenue** on the Boundary of the Oval site. Say 100metres long on each street to contain the leaves on The Council Public Property.
 9. As the wind predominately always blows towards my house carrying leaves.
 10. The wall must **not be** made out of wood as this would encourage white ant problems.
 11. What are the Council plans for building a wall?
 12. What is in this financial year budget to do this?
 13. When would the Council come out and **meet** myself to discuss and come up with a solution?
 14. When would the Council obtain costs to build or how much money is available in the Budget to carry out the work?
 15. In the Council master plan released few years ago **What is the** progress on upgrading the Broadview oval?
-

BROADVIEW OVAL DRAFT PROPOSED WORKS:

Toilet Facilities/ Amenities:

16. Strongly **disagree & oppose** the constructing and installing new toilet in the **North East** corner of the site. I do Not want a toilet facility located in the N/E corner of the site.
As new electrical supply, new water supply and new sewer connection **costs** would occur. The Toilets Should not be close to children's playground not safe as toilets attract undesirable people to closed to the paly ground area
The proposed toilet is NOT aesthetically pleasing.
I do **NOT** want to look at a toilet building.
How about the **persons proposing** this build the toilets in front of their house?
17. As I have inspected the exiting **centrally located** easily accessible **good condition** solid brick building **toilet block** building, located North West of the site.
It is **ridiculous and waste of money** to demolish a good building. Plus the sewer for toilets **already connected**, electrical power and water also already connected.
I see no reason why a new colour bond roof could be installed. Say upgrade the toilets inside and add more toilets pans for the ladies and bench including improved hand **washing facility and soap**.
As demolishing internal wall enables more toilets to be installed.
This existing toilet building also able to provide winter and summer **shelter** for the tennis players.
18. I Disagree with Toilets being built or installer N/E corner of site as **its not central** to all users of site and would attract undesirable people who want to damage or use it as drug taking. **Not safe for children**.
As more people are around the dog park, tennis court area and **its central** to dog park, football club rooms, walkers, tennis courts, and paly ground. **Safer** for children ads more people around.
19. The existing N/W toilet block should be upgrade to include more toilet pans. Plus it's a **good solid brick building** **should be retained**. The Building also PROVIDES under

- cover shading for the tennis players for the N/W tennis courts. In fact additional veranda and shade should be installed.
20. The proposed toilet in the N/E corner of the site. Please provide information what was proposed is it a 2x cubicle drop on is this electronic so called set cleaning toilet system???, They have a ridiculous cost plus would incur electricity, water and sewer connection costs. When the existing N/W solid toilet building can be upgrade.
 21. The demolishing of the existing N/W toilets to install a half basketball court. Not recommended as its excuses to demolish the toilet and waste of money. Second option should the Council decide to waste mounted and build the half basketball court is **incorporate new public toilets** into the north side of the new football club rooms.
 22. New upgrades toilets. Recommend each cubical is large enough so when you open the door your not brushing nor squeezing into the toilet. Large double roll toilet paper roll holder make sure mounted up high so no need to bend down to find and see the paper nor reach backwards to at least get some toilet paper. Men's toilets Urinal use stainless steel with **grated feet pan** so the dribbles don't drip onto the floor. Plus easier to clean and longer lasting and not breakable like wall hung urinals, which the men dribble splashes onto the floor smells and floor is wet.
-

Demolish existing football club room build new club room locate towards the Centre of the oval:

23. Why has the existing football club rooms had new roof installed?. New evaporative cooler installed, change room upgrade with tiling. When the Council is proposing a new building?. This proposal has been in draft for a while not new. Money has been then wasted on the exiting building when it could have been used for the new building. Why did this occur?
24. 2. Should new building be built will the existing new evaporative cooler be re used in the new football building or other building's onsite?
25. The new football club rooms. Instead of demolishing the exiting good condition **public toilet** located N/W corner of site. The **new football** club rooms should **incorporate** on the North side **new toilets** for public use. As new plumbing has to be installed for the new building. This reduces cost for another toilet building.
26. Is the new football club rooms incorporating Large capacity above ground or below ground Rain water tank?
27. Why cant the public toilets be incorporated into the new Football club rooms via external door?

Proposed Site Operating & Running Costs:

28. To **reduce cost** to each club and to the Council. Install one **power supply** to central MSWB Main Electrical Switchboard housing One electricity supply Authority meter.

Therefore Council only charged one connection and one supply charge one account. Then from MSWB feed all other buildings via individual electricity meters owned by Council so that the Council charges each club for electricity usage. Plus Council is able to negotiate a lower price electricity rate from a retailer. Then benefitting the Council and all Clubs. Solar panel also benefitting all Clubs and Council to reduce site operating costs.

29. To **reduce cost** to each club and to the council. Install one **GAS supply to central** Main supply metering point housing One GAS meter. Therefore Council only charged one connection and one supply charge one account. Then from Main Ga supply point feed all other buildings via individual Gas meters owned by Council so that the Council charges each club for Gas usage. Plus Council is able to negotiate a lower price GAS rate from a retailer. Then benefitting the Council and all Clubs.
30. **Reduce cost** to each club and to the council. Install one **Water supply to central** Main supply metering point housing One Water meter. Therefore Council only charged one connection and one supply charge one account. Then from Main Water supply point feed all other buildings via individual water meters owned by Council so that the Council charges each club for water usage. Plus Council is able to negotiate a lower price water rate from a retailer. Then benefitting the Council and all Clubs.
31. The electricity, Gas and water supply to out buildings can be metered through BMS Building Management electronic monitoring system to gather real time and instant usage of each usage. Plus enabling no one needs to read meter as accounts of charges for each club can be gathered and collated and invoiced to each club from the Council office.
32. Install in the new football club footings Underground water tank or large above ground water tank to reduce sites water costs.

Site Security:

33. Install monitored **security camera** to watch oval, toilets, building to make safe for all and deter undesirable people who want to hurt or damage buildings. Prevent vandalism and graffiti, plus help catch offenders.

Dog Park Rectification:

34. **Dog park** the edge along McInnes avenue is not high enough needs a low height wall to retain the barks as the dogs spread the bark on to footpath making it unsafe for pedestrians and messy.
35. 2x old **stobie poles** in the dog park are. Recommend remove the two poles as not required.

Low height wall Myponga Tc Reduce leaves being blown:

36. Myponga tce. Low height wall say 300mm high should be built. Starting from McInnes Avenue running towards the south along Myponga tce for say 100metres. Purpose to retain the leaves from the gum trees and bark etc blowing for the oval or park into my

drive way making a large mess. Each day I am continually sweeping and racking up leaves as the wind frequently blows from the S/W towards my house. The leaves are not mine nor belong to me. This also would reduce make its easier for the street sweeper.

Car parking:

37. The Broadview oval site should **maximize** and include large quantity of carparks including utilizing grassed areas or on landscapes so that Cricket/ football can be watch easily and for less mobile people who need to stay in their car.
38. I agree with the car parking S/W corner bowling area along Collingrove Ave, Whoever each car park should be made longer **by 0.5m** as the standard car park is to narrow. Difficult for less mobile people or older people to get out and into cars. Less damage to car doors.
The reversing area needs to be made wider by **2m** so its easier stop cars backing into walls etc. **NO NEED** to make car parking widths and length so tight.
Remember the standard is the minimum and is a guide only. The Council can always go large make **life easier** for young and old and less mobile club member's and players.
39. **ALL Car parking** should be large size. Above the minimum guide or minimum standard, as this standard is ridiculous and does NOT allow for people open the doors on the car without damaging the next person car. Plus less mobile people need more room and space to ingress and agrees the car. Do it correctly the first time saves money helps all.. Each car park should be made **wider by 0.5m** as the standard car park is to narrow. Difficult for less mobile people or older people to get out and into cars. The reversing area needs to be made **longer by 2m** so its easier stop cars backing into walls etc. **NO NEED** to make car parking widths and length so tight.
Remember the standard is the minimum and is a guide only. The Council can always go large make **life easier** for young and old and less mobile club member's and players.
40. The whole site NEEDS say **4x more drinking water fountains**. Plus installed on the existing N/W tout block building for the tense players.
Few more rubbish bins need instilling INCLUDING **More bins** to accept **plastic** and **glass bottles** and **cans** separated products for easy recycling.
More BAGs for dog poo installed around the Oval.
41. Street car parking. There should be **no reduction** in car parks, No time limits all street car parking should remain.
42. There should be **NO STREET closures**. Two way traffic flow should remain. **No** installation of speed humps nor reduction of speed. Speed should remain not less than 50Km/h otherwise we will go backwards.
43. Does the y council intend or proposes the **following**:
 - a. Road closures in and around the oval?
 - b. Reduction of speed?
 - c. Reducing the quantity of car parking?

d. Implementing parking time limits?

As I reject and oppose any changes to current existing parking on the streets.

Upgrades various:

44. The tank located N/E corner of site and shed housing pump and shed to store roller. The tank stores murray water. The roller, pump and tank should be incorporated into the new football club building. The tank can be under ground in the building's footings. As this less items to maintain makes easier.
45. The demolishing off the existing N/W toilets and tennis club rooms/ shelter should not occur and the building remain. The toilet capacity could be increased and the building has all infrastructure connections, plus provides shelter for tennis players. W
46. Proposed basketball half court probably waste of time as I don't see children or adults currently using the existing basketball rings in the N/W tennis courts. This avoids demolishing the Good toilet block/ shelter.
47. I agree with building one new club rooms for the 2x tennis clubs and building 4x more tennis courts
48. The proposed synthetics **bowls** turf with under covered shade I agree with including lighting.
49. Running walking track the lighting should be **240V powered** as this is can be supplied from the MSWB main electrical switch board **which has solar panels** connected from **various** building,. As individual light poles would need batteries to be replaced maintained, solar panels are small not cost effective, when the main buildings solar would offset costs.
240v power is **more reliable less maintenance** less to fail as to compared to small individual solar panels with individual batteries' for each light and light pole.
50. Play Ground. **Additional Swings** should be installed to the playground. As the existing Two swings are fully utilized and do not provide enough for the children. Busy playground which is good.

Should you have any general questions please don't hesitate in contacting me by phone M: 8342 6969 to arrange **time to meet too actual see** the leaves and discuss any other Oval Draft improvements I have questioned.

Yours faithfully



Chris Newby

From: [REDACTED]
Sent: Saturday, 13 June 2020 1:54 PM
To: Administration
Cc: Steven Ryppe
Subject: Draft Broadview Master Plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Attention: Chris Newby

Re: Draft Broadview Master Plan - objection to construction of Public Amenity

We have lived for over 10 years in Myponga Terrace opposite the existing BMX track and children's playground and are adamantly opposed to the construction of the proposed public amenity block shown on the Draft Master Plan.

The reasons for our objection being

- Proximity to the children's playground and BMX track
- Proximity to the existing water tank and groundsman shed which have been subject to numerous graffiti attacks and youth groups congregating around them during the night. Another structure would only add to the appeal.
- Proximity to adjacent housing and the nuisance of more vehicles using the roadway and parking bays
- Additional appeal for groups to hibernate around the BMX track with their radio controlled cars (which is illegal and not well managed by the council)
- The amenity being hidden from public view by multiple caravans being parked along Myponga Terrace on a daily basis by the commercial caravan business on Hampstead Road - see photos below (The council are apparently powerless to stop the parking!)
- Unsociable behaviour linked to public amenities - drug use, drug deals, loitering by sexual deviates etc and all right next to the children's playground, BMX track, us and our neighbours

During the 10 years we have lived in Myponga Terrace we have witnessed many undesirable incidents in the park and adjacent streets. These have included drug deals, fights, unsociable behaviour and believe that the construction of this public amenity would further increase these undesirable activities and request that due consideration be given to either removing the amenity entirely from the plan or relocating it to a more appropriate location (eg nearer the tennis courts on McInnes Street)

Regards

[REDACTED]

[REDACTED]





Chris Newby

From: [REDACTED]
Sent: Monday, 15 June 2020 10:12 AM
To: Administration
Subject: Draft Broadview Master Plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you for your letter dated 20 May 2020.

I have significant concerns about what is being proposed, but have no doubt you are on a mission and will do what you want regardless of any concerns your ratepayers may raise. Nonetheless:

1. You recently re-roofed the existing clubrooms. I assume this came at a considerable cost. Why do this if there were already plans afoot to demolish the building?
2. You refer to the Broadview 'Sports and Recreation Precinct'. Your plan suggests a heavy focus on sport, and little on recreation: eg, is a BBQ squeezed in next to the basketball half court with no allowance for a picnic/seating for those who might want to use this BBQ really the best you can offer those of us who are not sports minded and don't have children?
3. What is the proposed cost of this re-development, and where is all this money coming from? The proposal seems overly ambitious for what at this point is still a small community of predominantly older people.



Attachment

Broadview Oval / Yarnta Tutu yarta Draft Master Plan



Dear Mayor David O'Loughlin,

City of Prospect Consultation Feedback - Broadview Oval / Yarnta Tutu yarta Draft Master Plan

Please accept this letter as our demonstration of full support and endorsement of the City of Prospect's vision for the Broadview Oval / Yarnta Tutu yarta Precinct.

The Broadview Tennis Club, together with the Collingrove Tennis Club and Tennis SA combine to provide our collective feedback to a Plan that will produce immense value and benefits to our clubs, the local community and the entire South Australian Tennis Community now and into the future.

Support and Priority

We support the entire Master Plan as the vision for the future of the precinct. As a priority for our clubs and the community we see the **construction of a new tennis club building** (accommodating both tennis clubs) and replacement of the former croquet club with **four additional tennis courts** as being vital to the success of the precinct.

Of critical importance is the timing and delivery of the Master Plan. We have taken significant steps to prepare designs, garner support from peak sporting bodies and key agencies, access sources of funding and prepare our clubs for collocating. The Tennis precinct is '**shovel-ready**' for redevelopment and we urge Council to support its immediate and full transformation to achieve the vision of the Master Plan.

Success of the Master Plan

The components of the Master Plan that are critical to success include:

- The need for four additional tennis courts at the former croquet site.
- The construction of Tennis SA approved surfacing, fencing, lighting, court access and shelters on all fourteen courts.
- The **demolition of four** existing buildings (Broadview Tennis Clubroom, Collingrove Tennis Clubroom, Former Croquet Clubroom, Lions Building)
- The **construction of one** new Clubroom Building to serve Tennis in the precinct. It will include new male and female toilets and changerooms, club facilities (kitchen and bar), viewing platforms, shade cover, storage areas, function room for club and community use with landscaped surrounds.
- The new building shall be designed and built to standards incorporating environmental sustainability and include solar panels and rainwater harvesting where possible.
- The provision of new female change rooms and toilets in the new tennis clubroom will be critical and will also allow for overflow facilities to be utilised by the Broadview Football Club.

Broadview Oval / Yarnta Tutu yarta Draft Master Plan



Items not deemed critical

We have analysed the required court dimensions and there is enough space for fourteen courts at the site, however we believe that there will be limited opportunity to fit an additional pathway from Collingrove Avenue into the precinct as currently shown on the Plan. We understand that there are options available to improve access through the Lawn Bowls Club and undertake footpath improvements along Collingrove and Myponga Avenues to improve pedestrian amenity and access. We will explore these design options with Council as detailed designs are developed.

Our Commitment

As proud and successful tennis clubs we both strive for what is best for our members and our local community. Since Council unanimously endorsed the Master Plan to go out to community consultation, we have approached our members and players and conducted two workshops with Tennis SA and City of Prospect staff. At these workshops we have proactively resolved that for us to support and facilitate the implementation of the Master Plan and realise the long term opportunity of upgraded facilities and courts we must put aside any on court differences and join forces to collocate in a new clubroom building. This as a major step forward, fully supported by Tennis SA, and confirms our commitment with Council to achieve the best outcome for the Broadview Oval / Yarnta Tutu yarta Draft Master Plan. In doing so we will consolidate four buildings to one, increase our offering to the community and generate an even stronger tennis precinct that can represent the City of Prospect in Junior, Senior, Wheelchair Tennis and the pinnacle competition, State League Tennis.

Finally and most importantly, by upgrading this new tennis facility we will continue to be the Official Training Venue for the Adelaide International and deliver great benefits to the City of Prospect through delivering international sport to our Council, supporting tourism and the local economy and showcasing all that the City of Prospect has to offer.

To consolidate our feedback to the Master Plan please find attached further supporting information and facts about why this project is so important and should attract funding for immediate implementation.

We look forward to your continued support and advocacy and would love to meet and discuss this project in July once consultation closes.

Yours Sincerely,

Broadview Tennis Club

President

Martin Richards

29/6/2020

Collingrove Tennis Club

President

May-Mae Khoo

29/6/2020

Broadview Oval / Yarnta Tutu yarta Draft Master Plan



Background

Broadview Tennis Club's primary purpose is to "Increase participation of Tennis in South Australia through building the club's capacity to be sustainable, viable, responsive and accountable to members, local and regional communities." The Broadview Tennis Club strives to be the pinnacle of community tennis in the state.

Collingrove Tennis Club is "A Place for Everyone" and has been a part of the local community for almost 70 years now. Collingrove Tennis Club encourage a friendly, inclusive atmosphere for players of all ages and walks of life.

Both clubs operate as "next door neighbours" and have done so since their inception. Now is the time to look to the future of tennis in the precinct and deliver something that we can all be proud of and deliver significant benefits to the community and the City of Prospect.

Why is this project needed?

The need for this project to be delivered includes: -

- To serve the local and regional community demand we require more tennis courts.
- We have the highest number of playing members in the North East and Eastern Districts Tennis Association and the Broadview Oval Precinct is defined as a Regional Park, catering for the broader metropolitan community.
- The current number of playing courts cannot service the community and limits our ability to offer participation for those community groups and individuals seeking increased access to the sport.
- Broadview Tennis Club runs a Wheelchair tennis program - four new courts will enable us to expand this offering to Disability Sports Australia.
- Broadview Tennis Club is attempting to expand our Seniors Social Tennis format - four new courts will enable this to occur opening opportunities to the senior demographic of the local and regional community.
- Red and Orange ball competitions for juniors are more popular than ever with increasing participation numbers in recent years. Our ability to offer Red and Orange Ball competitions without having to play matches at alternative courts will attract and significantly increase junior participation numbers immediately.

Upgrade Rationale

The Broadview Tennis Club has been in operation for more than 80 years and Collingrove almost 70 years. We have the largest membership in the North East and Eastern District Tennis Association. It is an important local sporting institution that relies on its ability to provide high quality infrastructure and service to the community to get involved in sport. The Broadview Oval Precinct is defined as a Regional Park in the City of Prospects endorsed Open Space Strategy 2018. After Prospect Oval, it is the most significant open space in the Council area. It is a popular community space for dog walking, fitness exercise, family activities, BBQs, relaxation, social and competitive sport. Tennis plays a major part in the attraction to this area of Council and is a key ingredient in the success of our Community Sporting Hub. This highlights the important role that we play in providing high quality sporting infrastructure for

Broadview Oval / Yarnta Tutu yarta Draft Master Plan



the community. The expansion of court surfaces will directly increase the physical activity levels available to the local and regional community by providing greater access and playing capacity.

An increase in the number of playing surfaces alone will increase our playing numbers, make the game of tennis more accessible to more people, improve the experience of playing tennis on high quality infrastructure and increase the community benefit by strengthening a club that is committed to serve and provide for the community it is a part of. By building four new courts our forecast projections indicate at least a 30% increase in participation and access to tennis for the community.

Supporting Under-represented Groups

We have identified three under-represented user groups that will benefit from the Upgrade Project:

1. The Broadview Tennis Club President, Martin Richards, has a long association with Wheelchair Tennis and has provided great service over many years. With more and more players using courts our ability to increase services to Wheelchair Tennis has been limited. Wheelchair Tennis was founded in 1976 and is one of the fastest growing wheelchair sports in the world. Wheelchair Tennis integrates very easily with the able-bodied game since it can be played on any regular tennis court, with no modifications to the size of the court or the size of rackets or balls. We have plans to increase our offering to wheelchair tennis participants through specialist coaching, social activities and competition tennis, a very important offering for the disabled community.
2. Younger learner players under the age of 8 generally play Red and Orange Ball, a modified rules tennis game played with lower compression balls. Four new courts will give us the opportunity to expand our current offering allowing coaching and competitions to be run at Broadview rather than alternate courts at a different location, a turn off for local parents wanting the convenience of access to local courts in their community.
3. Senior Social Tennis is the next growth area in the community. We run several social tennis formats across the year, however one area that will directly increase participation is to offer an evening social competition for seniors (Age 45 - 90). Extra courts with lighting will enable this offering to the community and bring additional people to the area to be involved in sport.

Opportunities for Female Sport

Additional sporting programs will also substantially improve opportunities for female participation. We find that the Junior Orange Ball competition provides an avenue to sport and by increasing our offering through more courts this will lead to an increase in participation for girls aged 8 and under. We are also working in partnership with the Broadview Football Club as we are finding many girls playing tennis are now also enjoying involvement in the AFL programs run by the football club. We aim to provide all-seasons sport offerings to female participants who will use our combined facilities. The most popular community grouping for

Broadview Oval / Yarnta Tutu yarta Draft Master Plan



social tennis is women. Currently our social women teams compete with other court users on a Monday or Tuesday night. Our ability to offer dedicated courts on any night will improve accessibility and open opportunities for more social inclusion for women leading to increased health and wellbeing. This also has many intangible social benefits for women by getting involved in a community club they can feel a part of something great, serve the community, make broader friend groups and experience the joy that sport brings many people. We will have the ability to really focus on increasing the number of 16-26 year old's playing, which is the age at which normally girls/ladies will cease playing tennis.

Increased Participation Levels

Current Participant numbers for the Broadview Tennis Club are approximately 540 visitations per week. Our projected number following an upgrade to clubrooms and court facilities will be 700 per week or almost 40,000 per annum. This is without considering an inevitable increase in participation numbers for in Collingrove Tennis Club.

How does the Tennis integrate with the Master Plan strategic outcomes?

The Tennis Upgrade Project will introduce four new courts to the precinct. As part of the Broadview Oval Precinct we hold a Regional Park Classification in the City of Prospects Open Space Strategy meaning we are placed as an attraction for people in the metropolitan region as well as the local community. The Community Sporting Hub includes other multisport offerings such as AFL, Basketball, BMX, Bowls, Fitness Equipment and Walking tracks. By attracting more users with improved tennis facilities, we will contribute to the participation of all other sports and facilities in the area. School groups from the surrounding area will have access to the facilities for "intro to tennis" sessions and SAPSASA competitions which are not possible with the current court facilities.

This Project addresses the immediate need and increasing demand for additional tennis courts at the Broadview Oval Precinct. Broadview Tennis Club has recently invested its own funds and received in-kind support from Tennis SA and the City of Prospect to resurface the existing courts. The feedback from the community has been fantastic and has lifted the whole attitude of players and visitors to the club. At times, during summer competition, Broadview Tennis Club has long waiting times to access courts, and this detracts from the experience of playing tennis, both serious competition and social. The additional courts will not only improve access for the community but will reduce waiting times for our competition players who represent the local and regional community. We are committed to providing our members and guests with facilities and services of a high standard to enable relaxation and enjoyment in a pleasant, friendly atmosphere and to be leaders in the development and promotion of our playing members to levels of excellence. This project delivers this high level of quality.

Our new clubroom facilities will be used as additional capacity for visiting football teams (particularly female teams). They will enjoy our change and toilet facilities in peak periods or when overflow is needed during tight match fixtures.

Broadview Oval / Yarnta Tutu yarta Draft Master Plan



Funding Co-contribution

Broadview and Collingrove Tennis Clubs have consulted with major sporting bodies, State and Federal Government and Council to formulate a proposed funding model that can see the upgrade project come to fruition quickly.

We will be scheduling several additional meetings with advocates from Tennis Australia, the Office for Recreation, Sport and Racing and Rachel Sanderson MP to develop these funding opportunities.

We note the following funding allocations/opportunities:

- Council has a Capital Budget allocation of \$2.45M in its Long-Term Financial Plan
- Council also has \$3.0M budget allocation to its Open Space Strategy for the next 10 years
- Tennis SA has committed in principle support of up to 10% of the capital value of the project (estimated contribution \$200,000)
- Broadview Tennis Club has \$70,000 of club funds to invest. Plus, in-kind Project Delivery resources.
- The National Court Rebate (NCR) is Tennis Australia's facility funding program assisting affiliated venues, local councils and schools to create positive environments for the long-term success of tennis in Australia. This is expected to generate approximately \$50,000 per new court (say \$200,000).
- We have access to the Tennis Australia Facility Loan Scheme to financially assist affiliated Australian Tennis Clubs, Centres and Associations with upgrades, replacements and improvements on their tennis facilities, by providing low interest loans (\$80,000).
- The Office for Recreation, Sport and Racing administers several grants and grant programs to sport and active recreation organisations, councils, not-for-profit organisations. We have been in contact and new rounds of funding programs are expected to be released in 2020 for which we could qualify.
- The State and Federal government have several COVID-19 Stimulus and Infrastructure packages available for projects that can drive employment and support the recovery of the local economy.

Project Design and Delivery

The Upgrade Project is ready to commence immediately following the notification of a successful funding application. A full construction program has been developed for the project with a 6-9 month build duration (dependent on final agreed scope).

The design of four new tennis courts is well defined and detailed in nature. We have engaged a local architect to develop draft building designs and will work closely with City of Prospect designers to ensure the building meets the Councils design, sustainability and operating guidelines.

Broadview Oval / Yarnta Tutu yarta Draft Master Plan



Universal design principles will be applied by our design team. In simplistic terms this means that we will incorporate child safety protocols and DDA compliance into everything we design for the court upgrade project including access to courts, clubroom facilities and viewing areas.

Key Success Factors

The objectives of this Upgrade Project are easily defined and measured. The inclusion of four new courts will enable our tennis programs to expand and allow us to offer more access and participation for the local and regional community. A new Clubroom facility will replace four old sub-standard buildings and bring a high level of amenity and enjoyment to sport in the precinct.

The theme of 'Community Sporting Hubs' revives the role of community sporting clubs and facilities as central to the functioning of local communities. We have this reputation not just through our locality and infrastructure but more importantly through the way we engage with the community, and how we operate as a club. The Broadview Tennis Club was formed with the following purpose: "Our Purpose is to increase participation of Tennis in South Australia through building the club's capacity to be sustainable, viable, responsive and accountable to members and local communities." Collingrove Tennis Club is "A Place for All".

The theme of 'Inclusion' is also incorporated into our project objectives as we expand our facility to offer innovative programs that meet the needs of the community groups including young learners, older social players and the disabled sporting community. As a committee we will measure and report on the effectiveness of our project monthly against the set key performance areas. Our key performance areas will be:

1. Measuring our performance against new operating guidelines as collocated tenants – seek feedback through member and community survey polls.
2. Increase in membership and activation of the local community – measure court use and scheduling to deliver an overall 30% increase in participation.
3. Increase visitation from communities outside of the City of Prospect – measure home postcode of those players visiting or participating in our tennis programs.
4. Increased participation in our junior Red and Orange Ball Programs – measured by child participation numbers – seeking an increase of 20%.
5. Successful implementation of a Seniors Social Competition – implement competition by July 2021.
6. Successful implementation of increased participation in Wheelchair Tennis through Disability Sports Australia – implement program by July 2021.
7. The Project will support the Commonwealth Government's commitment to increase participation in sport, recreation, active living for communities of all ages and abilities, gender and nationality.

We have developed the complete package, ready for delivery, to give great benefit to the community and deliver on the Master Plan for the Broadview Oval / Yarnta Tutu yarta Sporting and Recreational Precinct.

Broadview and Collingrove Tennis Clubs – endorsed and supported by Tennis SA.

Chris Newby

From: [REDACTED]
Sent: Monday, 29 June 2020 2:03 PM
To: Administration
Cc: [REDACTED]
Subject: Draft Sports & Rec Precinct (Broadview Oval)
Attachments: IMG_1681.jpg; ATT00001.txt; IMG_1682.jpg; ATT00002.txt

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Brendon
Thank you for the opportunity to feedback on the draft plan

On the whole, it looks great and is exciting. Well done.

On the plan, I note that there is a proposal for the "Future provision of lighting to the running track". Could you please advise if this is going to be completed for this current upgrade?

If not, can we please advocate that this is completed as part of this upgrade.

As a full time working mother with two teenage daughters, we regularly walk this track at night.

We have frequently commented on our concerns for personal safety in winter/low lighting due to the lack of appropriate lighting.

Given the well documented reports on attacks on women In society, I would think that this would be a high priority for the council upgrade.

This will also assist in making the proposed sports & rec precinct more gender and age inclusive & appropriate.

For example it will cater to those women/adults who regularly exercise via walking Vs. football; cricket; football club rooms; tennis which arguably benefit a younger, male demographic then many Prospect council families.

We appreciate your consideration in this matter.

Please contact if any queries.
Kind regards
[REDACTED]

Chris Newby

From: [REDACTED]
Sent: Thursday, 9 July 2020 12:52 PM
To: Administration
Subject: Attn: Brendan Lott & Chris Newby - Draft Broadview Master Plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,
Please find below comments on the following draft plan:

Title: Broadview Sports & Recreation Precinct / Yarnta Tutu yarta – Draft Master Plan for Consultation
Issue Date: 23.04.2020

Revision: B

URL:

https://cityofprospect.engagementhub.com.au/app/webroot/js/admin_js/kcfinder/upload/cityofprospect/files/Master%20Plan%20-%20Broadview%20Oval%20Draft%202023042020%20-%20Endorsed%20for%20Consultation%281%29.pdf

~~~~~  
~~~~~  
We wish to strongly oppose the relocation of the Football Clubrooms to the western side of the oval. We had to pay a premium price for our property because of the **attractive view across green open space**.

The value of green open space has been the subject of multiple scientific reports (e.g. from CSIRO). It is also well known by property valuers that views of green open space significantly increase property values. Relocation of the Football Club will cause properties along Poltawa Terrace and the southern side of Hardy Tce to be significantly devalued.

Blocking the view of green open space from the west side of the oval will change the character of the area – it will no longer be open, green and leafy in nature. The height of a 2 storey building will obstruct the morning sun. In addition to affecting aesthetics, this will make the front of homes feel colder in the winter. It will make neighbouring residential properties feel more claustrophobic and built in. The character of the area will change to having the feel of an industrial zoned area.

This is not fair as residential property owners have outlaid hundreds of thousands of dollars of their hard earned money to enjoy the views that the oval in its existing form offers. Please bear in mind that they are also the rate payers.

While there may be many adults and children who enjoy the facilities on Broadview oval it should not be at the expense of changing the amenity for residential property owners who have invested considerably and have a lot more at stake than users of the club, many of whom don't necessarily come from Prospect Council area. Club members enjoy the facilities for a few hours per week, whereas residents who are impacted by the proposed changes are there everyday and their homes and lives are impacted to a much greater level - they would have to permanently put up with a brick building that blocks their views, reduces their property values and decreases their quality of life (significantly less green, less sun, increase of alcohol consumption, visible rubbish and noise, etc.).

Taking away the current view and trying to compensate by planting a few trees is like taking away a sea view and replacing it with a wall with water flowing down it! We purchased our property on Hardy Tce

because of the beautiful view of the oval – we do not want to look down the street to see the brick wall of a 50m double storey club building!

Neighbours would prefer that the Football clubrooms are not relocated. Some impacted residents have not been able to comment during the consultation period because they have been dealing with significant issues at this time. In addition, some people have been distracted by the impacts of COVID19 and hence have not been aware of the proposed changes and the impacts for them. Nevertheless, we hope that Prospect Council will be considerate of the significant impact the proposed relocation of the Football Club would have on directly impacted residents.

Currently buildings clutter a quarter of the Broadview Oval's perimeter (the southern end). The plan will extend this to scatter buildings around half of the perimeter of the oval. Scattering buildings around the perimeter ruins the natural amenity and associated community benefits that large green open spaces, like that of the northern 3/4 of Broadview Oval's precinct, provide. The proposed relocation of the Football Clubhouse will also destroy the natural flow of a green thoroughfare from the centre of Hardy Tce across from the west to the east of the oval. It would change the character of the northern end of Broadview Oval.

Property owners who purchased on Poltawa Tce to the south of Hardy Tce made their purchasing decision regardless of the obstructed view. Hence, if the Football Clubrooms need to be upgraded they should be upgraded in their current location to be fair to everyone. Clubrooms could be expanded underground if necessary, or by building over the top of the driveway (through to the car park on the southern side of the existing club). This is a suburban oval and its character should be retained as such.

We question the need for the size of the proposed Football club facilities for a local footy club. We are particularly concerned that the facility could encourage an increase in alcohol consumption. There are high societal costs of alcohol consumption. There are many young and impressionable players associated with the Football Club who are particularly vulnerable to the impact of their 'role models' drinking. It is in the public interest to divert alcohol consumption away from young people^{*,#}.

* <https://www.health.gov.au/health-topics/alcohol/about-alcohol/what-are-the-effects-of-alcohol>

<https://www.aihw.gov.au/reports/alcohol/alcohol-tobacco-other-drugs-australia/contents/drug-types/alcohol>

Other feedback:

1. Installation of lighting to the fitness track would be great!
2. Public tennis courts: The 3 public tennis courts are regularly used. There is concern over access to the courts controlled by the Tennis club.
3. Basketball half-court: The basketball half-court is very popular – it is used both day and night! The planned basketball half-court is not a full half-court and it appears to have been squished into an inadequate space. It would be better to have a full basketball court (which could be used as 2 half-courts) to replace the third public tennis court, or to replace one of the croquet repurposed tennis courts on the southern end (or to place the cricket nets there).
4. Car parking: By keeping 2 car parks the traffic load can be spread in busy periods. It may be best to make the flow through of each of the 2 car parks one-way.
5. BBQ facilities: Why are no seats and tables included near BBQs to facilitate groups using the facilities? The overspill carpark or the northern end could include a small park with a BBQ facility plus bench table and possibly a couple more trees. This will attract families to have picnics as long as the playground or bike track areas are in close vicinity.
6. Cricket nets: Is additional netting required to ensure no danger to the public from the cricket net area?
7. Fitness equipment:
 - a. There are 2 old pieces of fitness equipment currently remaining on the eastern side of the park (they are not identified on the plan). These pieces of equipment are actually very useful. They are more functional than the new equipment as the metal bars are thinner and hence support a good grip (even with sweaty hands) for pull ups or push ups. We

recommend these pieces of equipment are retained and included in the development plan. Previously parallel bars were part of the fitness equipment and it would be great to include them again. Separately we can provide feedback on the recently installed fitness station which is sub-optimal.

- b. The existing fitness station isn't used much from our observations as a regular runner (weekdays and weekends AM and PM) and from talking to football club players. This is because:
 - i. The metal bars are too thick and are very slippery once your hands become a bit sweaty from exercising (in particular for pull ups)
 - ii. The range of movement allowed is limited and doesn't support a more natural flow of movement (jerky movement only)
 - iii. Equipment cannot be adjusted to individual body size and hence quickly becomes painful.
8. Many clubhouses: Combining all clubs into one large club house could improve the amenity of the site by reducing the current somewhat cluttered view towards the hills and making the southern end of the precinct neater.
9. Significant trees: Significant trees should not be removed in any redevelopment. And care must be taken not to impact the major root systems of significant trees through any construction process. Newly planted trees will require many years until they can offer the same environmental benefits as adult trees (e.g. impact on CO2 emissions).
10. Football Club: There are concerns among residents that an expansion of the football club will create a pub like atmosphere attracting problems related to alcoholism, drugs, noise and increasing the potential for general criminal activity. These problems would primarily affect the residents on Poltawa Tce and Hardy Tce.
11. Public access to facilities: Council's intent to make facilities at Broadview Oval accessible to the public is great. The outworking of this in practice appears to be difficult as clubs always want control and exclusive access and the community misses out on the benefits. Will the public be able to use the sizable viewing area the Football Club proposes without paying for membership? Will the public be able to access fitness equipment at the Football Club without having to pay to be supervised by a personal trainer? With public courts shared by the Tennis Club will there be specified hours for Tennis Club usage?

Mr David O'Loughlin,

19th July 2020

Council Member and Mayor City of Prospect

Dear Mr O'Loughlin,

Relocation of Football Clubrooms Broadview Oval

We bought our block of land in 1953 (when there was no clubroom building) and did not build our house on it until much later. In 1973 we moved in and have been here since then.

Our house faces Hardy Terrace so there is no visual impact of the present clubrooms.

From our front hall way we have an unobstructed view across the oval to McInnes avenue.

If a new building is situated in the position indicated on the plan supplied it would affect our outlook but more importantly the outlook from the properties on the northern end of Poltawa Terrace.

The residents of these houses currently have a view across green open spaces. This view would be changed to looking at a large building blocking their now pleasant view.

The proposed building would also block out the morning sunlight making these homes darker and less pleasant to live in. Relocation of the clubrooms is not fair to the property owners who would experience a fall in the value of their property also.

To be fair to all concerned the new clubrooms should be built on the site of the present building . Making it two stories would not affect any of the surrounding residents providing that windows looked out on the oval and not on to Poltawa Terrace.

We realise that members would have no clubrooms for a short time while a new building is being constructed but this would be for a fairly short term compared with the long term disadvantage to the residents of the houses on the northern end of Poltawa Terrace.

Please, when you vote on the Draft Master Plan, consider the interests of the residents whose properties would be affected if the clubrooms were shifted to the proposed new location.

Yours sincerely

[REDACTED]

[REDACTED]

[REDACTED]

To Whom This May Concern,

We are writing to you because we are concerned about the proposed new location of the Broadview Football Club under the Draft Masterplan Plan for Broadview Sports & Recreation Precinct and we would like you to speak up against the proposed relocation of the Club.

I would like to voice my concerns from a personal side and as a concerned member of the area. One of the main draw cards for us when purchasing our property on Poltawa Terrace was the open, green view of the oval. The proposed location of the football clubrooms will see this end, instead my view will be of a two story brick wall.

Relocation of Football Clubrooms to the western side of Broadview Oval will:

- 1) Significantly decrease the value of affected residential properties
- 2) Take away the attractive view across green open space, that property owners and tenants currently enjoy
- 3) Change the character of the area – from being open, green and leafy in nature to being more like a claustrophobic, built up industrial zone
- 4) Obstruct the morning sun, making adjacent homes feel darker and colder
- 5) Result in the loss of many adult trees and their associated environmental and aesthetic benefits (young trees require many years of growth to develop their full capacity)
- 6) Destroy the natural flow of a green thoroughfare from the centre of Hardy Tce across from the west to the east side of the oval
- 7) Result in only one carpark, potentially causing congestion issues in busy periods
- 8) Cause the existing clutter of buildings, which is essentially limited to the southern quarter of the oval, to extend around half of the oval's perimeter.
- 9) Bright security lights on at night will be an issue with adjacent homes.
- 10) Late night noise surrounding the clubrooms and parking area.
- 11) Alcohol related problems

Relocation of the Football Club is not fair on residential property owners who have outlaid hundreds of thousands of dollars of their hard earned money to enjoy the views that the oval in its existing form offers. Please bear in mind that they are also the rate payers.

While there may be many adults and children who enjoy the Broadview Oval facilities it should not be at the expense of changing the amenity for residential property owners who have invested considerably and have a lot more at stake than users of the Football Club, many of whom don't necessarily come from the Prospect Council area. Club members enjoy the facilities for a few hours per week, whereas residents who are impacted by the proposed changes are there every day and their homes and lives are impacted to a much greater level. Under the proposed changes they would have to permanently put up with a brick building that blocks their views, reduces their property values and decreases their quality of life (significantly less green, less sun, increases in alcohol related issues, litter and noise, etc.).

We understand there are legitimate needs for changes but there are better ways to implement them. Property owners who purchased on Poltawa Tce to the south of Hardy Tce made their property purchasing decision regardless of the obstructed view. Hence, if the Football Club needs expanded facilities these should be built on the current clubroom site in order to be fair to everyone. Clubrooms could be expanded underground if necessary, or by building over the top of the driveway (through to the car park on the southern side of the existing club). Alternatively, combining all clubs into one large club house could improve the amenity of the whole site by reducing the current cluttered view towards the hills and making the southern end of the precinct neater.

Expansion of the clubrooms is likely to increase alcohol consumption, litter and noise issues as well as the potential for drugs and general criminal activity in the vicinity. One reason given for the need to increase the size of the Football Club was that they have not been able to hold their annual presentations there because it is not big enough. It would not be a good use of space and rate payers money to size a building based on an event which only occurs once a year.

When you vote on the Draft Masterplan Plan for Broadview Sports & Recreation Precinct we urge you to please consider the huge impact that relocation of the Football Club would have on residential property owners. We know you need to balance our interests against those of short term users of the facilities and we ask that you remember that we have a lot more at stake given the scale of our personal investment and our ongoing interest in the area and surrounding community.

I understand change is needed and I myself along with my young family are excited to what the redevelopment will look like. However, I request please, that the new clubroom be rebuilt on its current location.

We appreciate you taking our interests into account.

Yours sincerely,

[REDACTED]
[REDACTED]

From: [Simon Bradley](#)
To: [Chris Newby](#)
Subject: FW: Broadview Sports and Recreation Precinct
Date: Thursday, 23 July 2020 10:12:45 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image008.png](#)

Hi Chris

Can you please consider this feedback as part of your report.

Thanks

Simon Bradley

Director - Infrastructure and Environment

T 08 8269 5355

Payinthi - 128 Prospect Road, Prospect, SA 5082 | PO Box 171, Prospect SA 5082

simon.bradley@prospect.sa.gov.au



NETWORK
PROSPECT

PROSPECT
SMART21
COMMUNITY 2020

From: [REDACTED]

Sent: Monday, 20 July 2020 9:45 AM

To: David O'Loughlin <david.oloughlin@prospect.sa.gov.au>

Subject: Fwd: Broadview Sports and Recreation Precinct

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Members of the Prospect Council,

We are writing to you because we are concerned about the proposed new location of the Broadview Football Club under the Draft Masterplan Plan for Broadview Sports & Recreation Precinct and we would like you to speak up against the proposed relocation of the Club.

Relocation of Football Clubrooms to the western side of Broadview Oval will:

- 1) Significantly decrease the value of affected residential properties
- 2) Take away the attractive view across green open space, that property owners and tenants currently enjoy
- 3) Change the character of the area – from being open, green and leafy in nature to being more like a claustrophobic, built up industrial zone
- 4) Obstruct the morning sun, making adjacent homes feel darker and colder
- 5) Result in the loss of many adult trees and their associated environmental and aesthetic benefits (young trees require many years of growth to develop their full capacity)
- 6) Destroy the natural flow of a green thoroughfare from the centre of Hardy Tce across from the west to the east side of the oval
- 7) Result in only one carpark, potentially causing congestion issues in busy periods
- 8) Cause the existing clutter of buildings, which is essentially limited to the southern quarter of the oval, to extend around half of the oval's perimeter.

Relocation of the Football Club is not fair on residential property owners who have outlaid hundreds of thousands of dollars of their hard earned money to enjoy the views that the oval in its existing form offers. Please bear in mind that they are also the rate payers.

While there may be many adults and children who enjoy the Broadview Oval facilities it should not be at the expense of changing the amenity for residential property owners who have invested considerably and have a lot more at stake than users of the Football Club, many of whom don't necessarily come from the Prospect Council area. Club members enjoy the facilities for a few hours per week, whereas residents who are impacted by the proposed changes are there every day and their homes and lives are impacted to a much greater level. Under the proposed changes they would have to permanently put up with a brick building that blocks their views, reduces their property values and decreases their quality of life (significantly less green, less sun, increases in alcohol related issues, litter and noise, etc.).

We understand there are legitimate needs for changes but there are better ways to implement them. Property owners who purchased on Poltawa Tce to the south of Hardy Tce made their property purchasing decision regardless of the obstructed view. Hence, if the Football Club needs expanded facilities these should be built on the current clubroom site in order to be fair to everyone. Clubrooms could be expanded by building on the current site thereby appeasing all concerned and keeping sufficient car parking available for the use of the oval. Alternatively, combining all clubs into one large club house at the southern end or south western corner could improve the amenity of the whole site by reducing the current cluttered view towards the hills and making the southern end of the precinct neater.

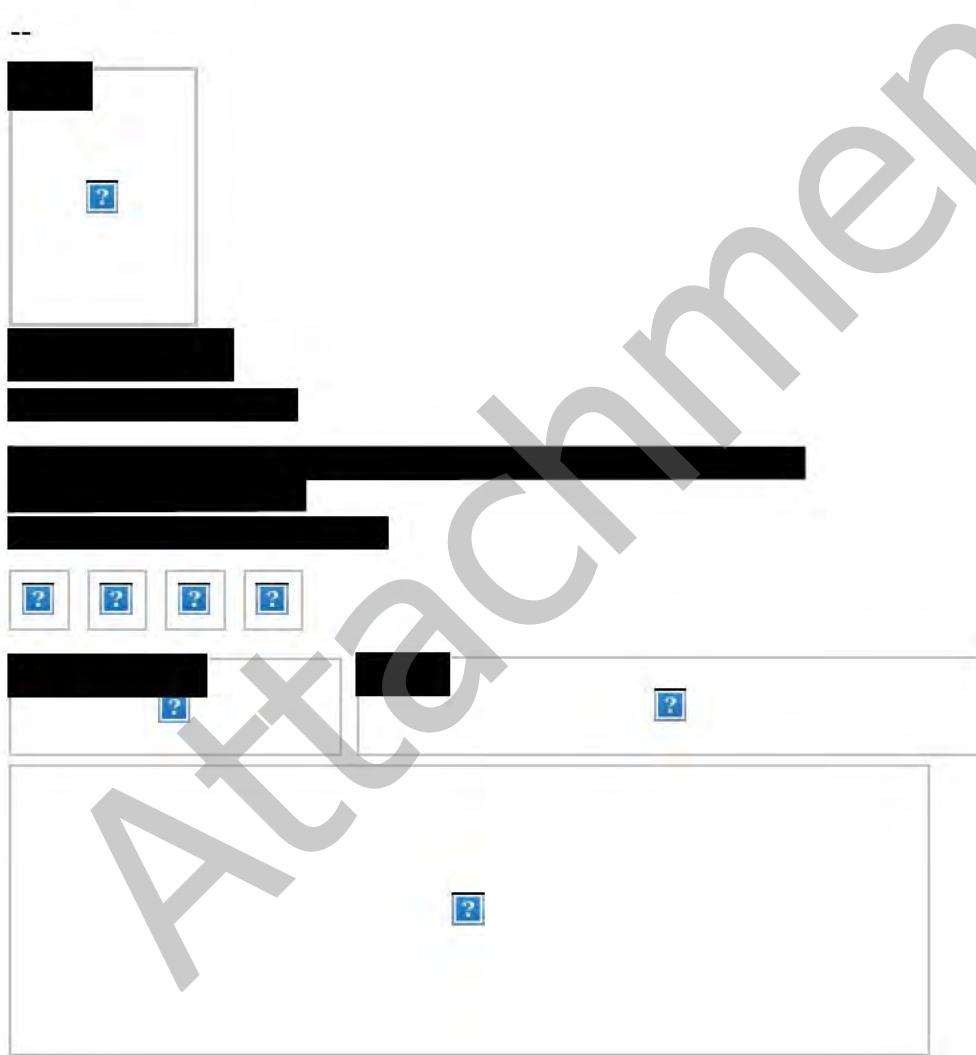
Expansion of the clubrooms is likely to increase alcohol consumption, litter and noise issues as well as the potential for drugs and general criminal activity in the vicinity. One reason given for the need to increase the size of the Football Club was that they have not

been able to hold their annual presentations there because it is not big enough. It would not be a good use of space and rate payers money to size a building based on an event which only occurs once a year.

When you vote on the Draft Masterplan Plan for Broadview Sports & Recreation Precinct we urge you to please consider the huge impact that relocation of the Football Club would have on residential property owners. We know you need to balance our interests against those of short term users of the facilities and we ask that you remember that we have a lot more at stake given the scale of our personal investment and our ongoing interest in the area and surrounding community.

We appreciate you taking our interests into account.

Yours sincerely,



AGENDA ITEM NO.: **10.13**

TO: Council on 28 July 2020

DIRECTOR: Simon Bradley, Director Infrastructure and Environment

REPORT AUTHOR: Simon Bradley, Director Infrastructure and Environment

SUBJECT: Draft Prospect Oval / Payinthi yarta Master Plan

1. EXECUTIVE SUMMARY

An updated Draft Master Plan for Prospect Oval / Payinthi yarta has been developed in consultation with key stakeholders and represents a clear and sufficiently detailed vision of the future of the precinct. This Draft Master Plan was driven by the key tenants of Prospect Oval / Payinthi yarta, the North Adelaide Football Club and the Prospect District Cricket Club.

Broader community consultation will assist in confirming that the updated Draft Master Plan aligns with the strategic vision for the precinct as a regional sporting and recreation hub, as well as satisfying the current and future needs of the surrounding community.

The fundamental objective of the redevelopment at Prospect Oval / Payinthi yarta is to:

- Establish a sports and community precinct that has a positive effect on venue capacity;
- Continues to encourage growth in participation;
- maximises facility usage;
- Encourages partnerships in football, cricket and community programs across Adelaide's Inner North; and
- Accommodates the diversity of participants, particularly female participants attracted to football and cricket.

Whilst there is potential for the updated draft Master Plan to be adopted by Council now, further community consultation is recommended in line with Councillors' sentiment to ensure that community needs are understood and their expectations are suitably managed. This is an important step for the future of Prospect Oval / Payinthi yarta and having the community on board with Council's vision is critical to future success.

The Draft Master Plan is provided at **Attachment 1-17** for endorsement for community consultation.

2. RECOMMENDATION

- (1) **Council having considered Item 10.13 Draft Prospect Oval / Payinthi yarta Master Plan receive and note the report.**

- (2) That Council endorse the Draft Prospect Oval / Payinthi yarta Master Plan (as presented in Attachment 1-17) for community consultation.
 - (3) A further report is provided to Council on the outcomes of community consultation on the Draft Prospect Oval/ Payinthi yarta Master Plan.
-

3. DISCUSSION

Prospect Oval / Payinthi yarta is one of the most valuable open space areas for the City of Prospect and its community. Prospect Oval / Payinthi yarta is home to a number of State Level Sporting clubs which includes North Adelaide Football Club (NAFC) and the Prospect District Cricket Club (PDCC).

Today, Prospect Oval / Payinthi yarta remains the largest and most recognised parcel of open space in the City of Prospect. Development and improvements to the site have largely occurred in line with the original concepts but have inevitably changed over time in response to the local climate, community needs and demands as well as pressures placed on sporting and recreational groups. Much of the infrastructure at the Oval today is part of the original build from the early days of development. The age of these buildings means they are not meeting the relevant sporting facility guidelines of the modern day, nor are they fully DDA accessible or compliant.

Current Prospect Oval /Payinthi yarta and Memorial Gardens Master Plan

In 2010 Council endorsed a Master Plan for Prospect Oval and Memorial Gardens. City of Prospect has invested significant funds over the life of the ground in terms of its overall maintenance. In 2010 Council partnered with the NAFC to upgrade the function facilities and establish a gym. In 2017 Council upgraded the entry and pedestrian link from Main North Road and then 2018 Council replaced the roof of the historic grandstand.

In 2017 the NAFC and PDCC developed their own Master Plan for Prospect Oval / Payinthi yarta. The Clubs' vision was to achieve a precinct-wide Venue Improvement Plan to upgrade amenities including the old Cricket Club, female clubrooms and a new RSL space. The concept envisioned club rooms and gym facilities overlooking the park, whilst creating a recreational area with a link between the greens and Prospect Oval.

To be successful in future funding applications it became apparent to Council Administration that one unified Master Plan was required for Prospect Oval / Payinthi yarta. Representatives of the SANFL, SACA, NAFC, PDCC and Council Administration met to develop a process for developing a unified Master Plan. It was agreed that a Venue Improvement Plan was required and engaged 'insideEDGE Sport and Leisure Planning', with concept design work being undertaken by 'Cox Architecture'. In addition, 'Rider Levett Bucknall' (RLB) was engaged to provide indicative costings for the Venue Improvement Plan.

Draft Venue Improvement Plan

The Venue Improvement Plan reflects a long-term vision for the site, responding to the needs of both the site users and the community. The Plan has been developed to provide

actions that are practical and realistic and considers the financial responsibilities and capacity of the Council, Club and other key stakeholders.

In summary, the Prospect Oval / Payinthi yarta Venue Improvement Plan proposes to provide:

- Playing field improvements including new goal posts, lighting upgrade, improved goal square, centre alignment and pitch replacement and catch safety nets
- Improved main entry and plaza
- Upgraded social space / dining area which include new shared bar facilities and relocation of the RSL at the ground level with capacity for approximately 120 people
- New cricket clubroom which includes unisex player change rooms that cater for diversity and equality in participation
- A new indoor training and community sports space
- Improved spectator seating and amenities to enhance the game day experience including a new screen and scoreboard
- Accessible coaching, statistical and broadcast media infrastructure.

The Prospect Oval / Payinthi yarta Venue Improvement Plan has been developed to provide actions that are practical and realistic and considers the financial responsibilities and capacity of Council, the club and other key stakeholders.

A staged approach for the development and implementation of key Venue Improvement Plan actions is recommended. This approach will provide stakeholders with the opportunity to allocate funding across a number of financial years, in line with the proposed sequence of works, and investigate relevant external funding applications to support recommendations.

Implementation and delivery of proposed facility components will be dependent on the level and timing of available funding, and the capacity to fund works outside of annual operational budget for the Clubs or Council.

Proposed actions have been prioritised and its relative impact on delivering the desired outcomes and timings. It should be acknowledged that priorities can change and are based on funding availability. The presentation of new or unknown opportunities or changes in community demands can also alter priorities.

The Venue Improvement Plan works have been costed at approximately \$19.52 million. A detailed list of priorities and associated costings are provided in the Venue Improvement Plan.

The updated Draft Master Plan is provided at [Attachment 1-17](#) for endorsement for community consultation.

Partnerships

The Prospect Oval / Payinthi yarta redevelopment supports the full football and cricket development pathway – from junior to elite level across both male and female competitions. As the home venue for the North Adelaide Football Club and Prospect District Cricket Club as well as use by community and other sporting competitions, Prospect Oval / Payinthi yarta is a vital venue servicing Adelaide's Inner North East region.

The creation of a venue that is inclusive, welcoming and fit for purpose will further support its role to cater for football and cricket and supports the continued growth of both the games particularly in women's participation.

Partnerships to maximise use and investment are critical in realising the vision for the venue. Partnerships with the RSL and other community groups who currently use the site should be continued and strengthened.

A strong partnership between the City of Prospect, North Adelaide Football Club and Prospect District Cricket Club, SANFL and SACA will need to continue and ongoing discussions and relationships building with other key stakeholders, including funding partners is vital for the sustainability of the venue.

Councillor Workshop Outcomes

A Councillor Workshop was held to discuss the process undertaken and identify improvements to the Draft Master Plan. As a result of the Workshop, the following changes were made to the Draft Master Plan:

1. Point 9 – reword to “Community Sports Hub 1,600m² – one or two story depending on detailed design”
2. Point 11 – reword to “Retain both public toilets and upgrade to meet DDA requirements”
3. New Point (east of #14) “Replaced trees to provide uniform canopy coverage” (show new trees along eastern side of Oval + same Point # for new trees already shown along south very boundary of Oval)

Proposed Community Consultation

The updated Draft Master Plan has been developed in consultation with key stakeholders. It is proposed that further (broad) community consultation be undertaken to allow for additional feedback on the Draft Master Plan before it is presented to Council for adoption. The consultation process would include:

- Postcard style flyer (DL size) to owners and residents within a 500m radius of Prospect Oval / Payinthi yarta that provides overview of draft Master Plan, inviting participation in engagement process and provides details for consultation (e.g. online feedback form)
- Corflute signage at visible locations throughout the Oval precinct
- Additional consultation with key stakeholders and peak sporting bodies
- Promotion of the Draft Master Plan consultation via Council’s website and social media
- Providing the opportunity for community members to provide feedback via Council’s Community Engagement Hub via an online survey

If Council wanted to undertake a higher level of community and stakeholder engagement, Council could hold a number of Community Open Days which could be held on the weekend or after hours at the Oval, which will allow the opportunity to ‘drop in’ and view the Draft Master Plan and ask questions and provide feedback. These sessions would be externally facilitated at a cost of \$4,130 for two three hour sessions).

Care will be taken in the messaging to the community to ensure that expectations are not unreasonably raised as to when the elements of the Master Plan would be delivered.

Council administration then recommends that a further report is provided to Council on the outcomes of community consultation on the Draft Prospect Oval/ Payinthi yarta Master Plan. Depending on the quantity and detail of submissions, it is envisaged that this report will be brought back to Council in November/ December 2020.

Implications, Related Questions and Further Information

The Draft Master Plan and its future delivery assists in the positioning and role of Prospect Oval / Payinthi yarta as a Regional Park (as classified in Council's Open Space Strategy), which services a broad catchment area including visitors from beyond the Council boundaries.

Financial and Resource Implications

Funding has not been provided in the 2020/21 Annual Business Plan nor the Long Term Financial Plan for the delivery of projects anticipated by the Draft Prospect Oval / Payinthi yarta Master Plan.

There are a number of grant opportunities to funding various projects identified as part of the Draft Master Plan. These include:

- Australian and/or State Government Funding
- Grassroots Football, Cricket and Netball Facility Program (Round 4)
- Peak Sporting Bodies (SACA, SANFL)
- Sporting Clubs (NAFC, PCC)

Preliminary estimates for elements of the Draft Master Plan have been undertaken, and will be firmed up through concept plans and design development of shovel-ready projects following endorsement of the overarching Master Plan (after broader community consultation). The Master Plan puts in place an endorsed vision for the future of the precinct and would inform the prioritisation of future works, subject to future funding allocations by Council, in association with grant funding and contributions from Clubs and sporting organisations.

Relevance to Core Strategies / Policy

- AFL Preferred Facility Guidelines
- SANFL Facilities Strategy
- Cricket Australia Community Facility Guidelines
- SACA Cricket Infrastructure Strategy
- Community Consultation Policy
- Open Space Strategy, 2018

Council's Open Space Strategy classifies Broadview Oval / Yarnta Tutu yarta as a 'Regional Park', which caters for the broader metropolitan community beyond the locality. It includes open space for specific events (sporting or other) that attract local and regional tourism, and under this classification features a high standard irrigated oval, specialised sports facilities, quality club room(s) including change rooms and toilets, quality field lighting and security lighting, landscaping and shade, and on-site car parking (including disabled access). The Draft Master Plan supports the achievement of these outcomes.

Strategic Plan to 2020 Theme 1 – People “Know, empower, celebrate, educate and activate our community”

- Strategy 1.2 Environmentally active, sustainably focused
- Strategy 1.3 Active living for every age, every stage

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

- Strategy 2.1 Respect the past, create our future
- Strategy 2.2 Loved parks and places
- Strategy 2.3 An accessible City
- Strategy 2.4 A greener future

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.1 Excellence in Infrastructure

Intelligent Community Indicators

- 6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.
-

ATTACHMENTS

Attachments 1-17: Draft Prospect Oval / Payinthi yarta Venue Improvement Plan / Master Plan



PROSPECT OVAL | *Payinthi Yarta*

VENUE IMPROVEMENT PLAN

JULY 2020



ACKNOWLEDGMENTS

The Prospect Oval Venue Improvement Plan has been led by insideEDGE Sport and Leisure Planning, with concept design work being undertaken by Cox. In addition, Rider Levett Bucknall (RLB) has provided indicative costings for the Venue Improvement Plan.

This plan was prepared for the South Australian National Football League (SANFL), South Australian Cricket Association (SACA), City of Prospect, North Adelaide Football Club and the Prospect District Cricket Club.

We would like to thank the following people for their guidance and input throughout the development of this plan:

- SANFL – Lisa Faraci (Project Manager)
- City of Prospect – Simon Bradley
- SACA – Alicia Clutterham and Trent Kelly
- North Adelaide Football Club – Greg Edwards
- Prospect District Cricket Club – Don Blunden

Previous studies, reports, and consultation from site stakeholders were also used to inform this report.

Introduction

Prospect Oval and the Memorial Gardens precinct is one of the most valuable open space areas for the City of Prospect and its community. Prospect Oval is home to a number of State Level Sporting clubs which includes North Adelaide Football Club and the Prospect District Cricket Club.

North Adelaide's history can be traced directly back to the formation of the Medindie Football Club. Medindie was formed in 1881 when a group of nearby College students (from Prince Alfred College and the now defunct Whinham College) formed a team to play some football matches in the nearby parklands. They took their colours of red and white from Prince Alfred College and wore a strip not dissimilar to the one that Prince's football team wore.

Medindie was elevated to the South Australian Football Association (later to become the SANFL) in 1888. After struggling to match it with the "senior" teams (South, Port and Norwood) over the next 5 years, and with a promise of support from North Adelaide residents, the Club changed its name to North Adelaide in 1893. Prospect Oval has been North Adelaide's home ground since 1922.

On December 13th 1922, the Cricket Committee of the South Australian Cricket Association considered an application from the Prospect Cricket Club to compete in the SACA District Competition. After some negotiation, it was decided to admit the Prospect Cricket Club to Section 2 of B Grade in Season 1924-25 with headquarters at the Prospect Oval. The main requirement in the agreement was that a turf pitch be made available on Prospect Oval. In this first season in the SACA competition, the Club finished 2nd on the premiership table.

Today, Prospect Oval and Memorial Gardens remains the largest and most recognised parcel of open space in the City of Prospect. Development and improvements to the site have largely occurred in line with the original concepts but have inevitably changed over time in response to the local climate, community needs and demands as well as pressures placed on sporting and recreational groups. Much of the infrastructure at the oval today is part of the original build from the early days of development. The age of these buildings means they are not meeting the relevant sporting facility guidelines of the modern day nor are they fully DDA accessible or compliant.

The Prospect Oval Redevelopment Project provides the opportunity to redevelop and fully integrate football, cricket and community facility needs to cater for all levels of the sports, whilst providing amenities that will support continued participation growth and diversity of users. The plan also has the potential to work towards achieving a Tier 2 venue for cricket to attract a variety of matches and competitions to the site.

The redevelopment will improve and enhance ageing infrastructure by providing appropriate facilities for female players and umpires, developing contemporary match day coaching facilities, indoor training areas and improving the amenities for spectators and the local community.

Core needs that will be met through the Prospect Oval redevelopment are:

- Address the current facility provision gaps by bringing the venue up to the recognised State level AFL /Premier Cricket standards, particularly supporting female use.
- Create a hub for female sport including an indoor training facility that can be accessed by everyone including other sports and community groups.
- Ensure quality and connected facilities and spaces across the site.
- Cater for current and projected usage to accommodate SANFL, SANFLW, Premier Cricket, Carnivals, Event and local leagues.
- Provide an accessible broadcasting venue for football and other community events.
- Support collaboration and linkages between football, cricket and other local community groups beyond current relationships.
- Provide a premium venue that makes best use of its prominent location for the growing Inner North Community.

The Goal:

The Prospect Oval Venue Improvement Plan is an opportunity to establish a sports precinct in Adelaide's Inner North that will allow the North Adelaide Football Club and the Prospect District Cricket Club to thrive whilst enhancing club, sport and community use of the facility, encouraging partnerships and accommodating diversity of participants.

Attachment 4

265



Remove the **barriers to female participation** by creating a space that facilitates engagement with the community and fosters a more equitable and inclusive culture

Plan for the **49,000+ residents** of Adelaide's Inner North

Plan for the **194** projected new football and **xx** cricket players over the next 10 years in Adelaide Inner North region

Transform Prospect Oval into a **premier venue for both AFL and Cricket**

Provide **state-of-the art training and competition amenities** for athletes and a variety of community sporting groups

Develop a precinct that **caters for local community use** beyond football and cricket

Provide **unisex** player and umpire change rooms that **cater for diversity of use**

Improve **coaching amenities** that can adequately meet the expectation of a premier venue for both AFL and Cricket

Upgrade **lighting** to State/Premier level standard to support increased usage, participation growth, facility access and player safety

Improve **spectator amenities** to better accommodate sport and community use

Provide a **multi-purpose facility** that accommodates sport and community use

The Strategic Context – Prospect Oval

Attachment 5

266

The Prospect Oval Venue Improvement Plan aligns with national, state, regional and local stakeholder needs.

The Prospect Oval Venue Improvement Plan is strategically supported by AFL, SANFL and SACA and Cricket Australia. One of SANFL's strategic priorities is to "Improve the quality of existing facilities to support the health and growth of football". Its aim is to also enhance the collaboration between SANFL and Government to develop new or upgrade existing facilities across South Australia.

As the second highest level of competition below the AFL, State level facilities, the home base for SANFL clubs, should be provided and maintained to a high standard to service entire municipal catchments and potentially beyond as well as competition finals.

SACA's South Australia Cricket Infrastructure Strategy (SACIS) also aligns with this project being that its four strategic objectives are:

- Provide multi-purpose, safe and welcoming facilities for the community
- Optimise the carrying capacity and activation of existing cricket grounds and facilities
- Deliver quality and compliant facilities to support participation
- Develop and strengthen partnerships to attract investment into cricket facility planning and development

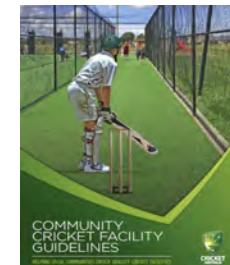
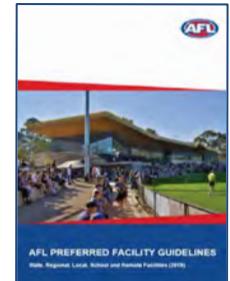
Delivering high quality and functional facilities that meet the required standards for premier cricket is a key component of the SACIS. Another key objective of SACIS is to look at developing a second Tier 2 cricket venue within Metropolitan Adelaide. Prospect Oval has been identified as a potential site and the recommended venue improvements will help to achieve this.

The City of Prospect has its own strategic commitment which includes its Open Space Strategy, Strategic Plan and Annual Reports that underpins the importance of investing in sport and recreation facility improvements. The commissioning of this Venue Improvement Plan by the City of Prospect shows Council's commitment to continuing to advocate for investment into sport and recreation infrastructure that addresses facility renewal gaps to support the sustainability of sport participation opportunities in its community.

The redevelopment of Prospect Oval will:

- Support the grassroots participation pathways for 49,000+ existing and future resident population of Adelaide's Inner North to reach their goals in football and cricket.
- Elevate the standard of facilities at Prospect Oval to ensure they meet State Level Facility expectations in accordance with the *AFL Preferred Facility Guidelines* as well as the required Premier level facility provision for Premier Cricket outlined in the *Community Cricket Facility Guidelines*.
- Provide accessible and inclusive amenities that support wider community events and uses.

The fundamental objective of the redevelopment at Prospect Oval is to establish a sports and community precinct that has a positive effect on venue capacity, continues to encourage growth in participation, maximises facility usage, encourages partnerships in football, cricket and community programs across Adelaide's Inner North and accommodates the diversity of participants, particularly female participants attracted to football and cricket.



Identified Need and Limitations

Attachment 6

267

Critical Issues

Exploring opportunities to improve Prospect Oval extends beyond a wish list for the venue. Expectations regarding female football and cricket and talent pathways are expanding and cannot be met by current amenity provision and there is a need to find ways to maximise the use of this important facility by the broader community. The proposed improvements will address these critical issues and ultimately see the venue harness the opportunities presented to it through increased participation and its central location.



Significant intangible benefits of venue improvements at Prospect Oval extend far beyond football and cricket. They will provide the local community with a flagship venue that encourages community and player growth and development whilst embracing and integrating the wider community and its stakeholders.

Current Limitations

With poor lighting, the users are limited with options for expanding access and usage to support alternate junior, women and youth girl competitions across both football and cricket. The venue presents a number of challenges with player change rooms and umpire rooms that are not female friendly, match day coaches areas do not meet contemporary expectations and

For the long-term viability of the Club to represent the local community in the highest football and cricket competition in South Australia and facilitate growth, there is a need to continue to evolve and provide a facility offering. Prospect Oval should meet preferred provision for football and cricket, consider universal design principles, be inclusive and accessible and provide appropriate social amenities that enhance shared community and sport outcomes. This is critical to support talent pathways and diversification of the game, particularly female football and cricket.

Growth of Football and Cricket

The football environment is changing and as a State level club, North Adelaide Football Club has a responsibility to support these changes. Female football is the fastest growing form of the game with over 100% growth in player numbers in the last 12 months. Across Adelaide's North East region female participation has seen a 180% growth over the last four years, attracting an additional 133 females to football. This is the equivalent of five new teams requiring access to ovals and amenities.

SACA reported a 13% increase in total participation across South Australia in all forms of the game between the 2016/17 and 2017/18 seasons. Female club and community cricket participation increased by 54% (1,008 players in total).

Catering for this growth in both sports and providing suitable amenities to support female participation is critical if this participation is to be sustainable. Expectations on Prospect Oval to cater for this demand is now greater than ever.

The Value of Community Sport

Attachment 7

268

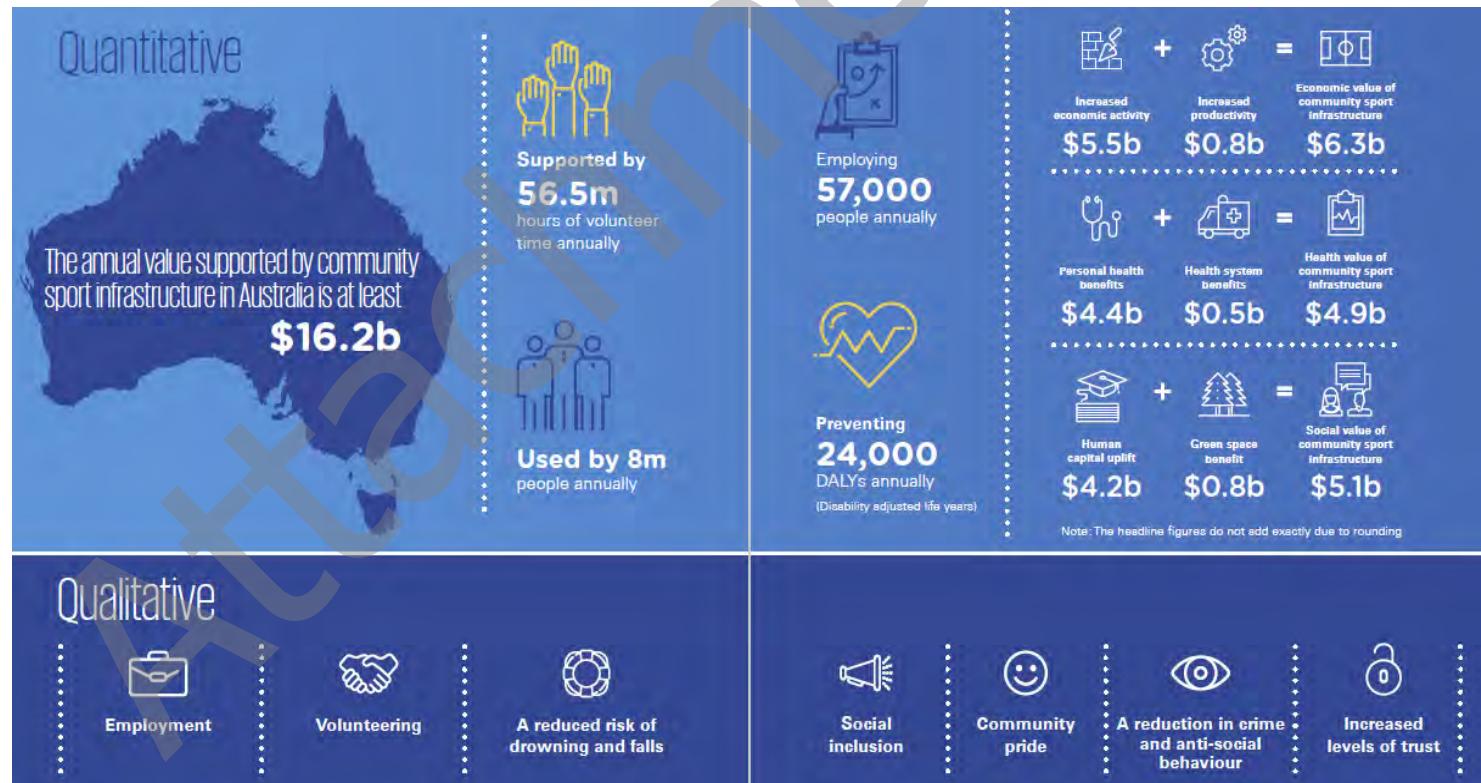
The benefits of investing in sport extend beyond participation to providing economic and social outcomes. These outcomes positively impact the communities that clubs support through inclusiveness, diversity programs, female participation and commitment to participant welfare and wellbeing.

The *Value of a Community Football Club* study undertaken by La Trobe University in 2015 found that for every \$1 spent to run a community AFL club, there is at least a \$4.40 return in social value.

This “social value” is measured in terms of increased social connectedness, wellbeing and mental health status, employment outcomes, personal development, physical health, civic pride and support of other community groups. The study identified that the reach of a community club is significant and extends beyond club players and volunteers within the club; “*for every 1 player, football clubs reach 10 people in their community.*”

Sport Australia partnered with KPMG and La Trobe University to produce *The Value of Community Sport Infrastructure Report 2018*. The Report found that community sport infrastructure generates more than \$16.2 billion worth of social, health and economic benefits each year in Australia. These benefits included employment and volunteering outcomes, a sense of social inclusion and community pride, a reduction in crime and anti-social behaviour and increased levels of trust amongst community.

The Report aims to play a role in transitioning the conversation around the provision of community sport infrastructure from ‘cost’ to ‘investment, impact and value’.



Source: *The Value of Community Sport Infrastructure*, KPMG 2018

Venue Improvement Plan

Attachment 8

269

Once completed, the Prospect Oval redevelopment will meet both AFL State level and Premier Cricket Standards and working towards a Tier 2 venue for cricket. It will provide a facility that encourages greater community access and the continued development of club and regional sports programs delivered at the site.

The Venue Improvement Plan reflects a long-term vision for the site, responding to the needs of both the site users and the community. The Plan has been developed to provide actions that are practical and realistic and considers the financial responsibilities and capacity of the Council, Club and other key stakeholders.

In summary the Prospect Oval Venue Improvement Plan proposes to provide:

- Playing field improvements including new goal posts, lighting upgrade, improved goal square, centre alignment and pitch replacement and catch safety nets
- Improved main entry and plaza
- Upgrade social space / dinning area which include new shared bar facilities and relocation of the RSL at the ground level with capacity for approximately 120 people.
- New cricket clubroom which includes unisex player change rooms that cater for diversity and equality in participation
- A new indoor training and community sports space
- Improved spectator seating and amenities to enhance the game day experience including a new screen and scoreboard
- Accessible coaching, statistical and broadcast media infrastructure.



PROSPECT OVAL PAYINTHI YARTA MASTERPLAN

- 1 Oval - new goalposts, lighting upgrade, goal square, central alignment and pitch replacement and catch safety nets
- 2 Improved main entry
- 3 Upgraded function / dining room approx. 320 capacity, new shared bar facilities, relocated RSL at ground level 120 capacity. 730m²
- 4 Prospect District Cricket Club Room, lower level change rooms - visitor's home & away / women's home & away. 700m²
- 6 Refurbished home player's run
- 7 New away team player's run
- 8 Plaza opportunity
- 9 Community Sports Hub 1600m² – one or two story depending on detailed design
- 10 Existing heritage bunker to be retained
- 11 Retain both public toilets and upgrade to meet DDA requirements
- 12 Existing storage
- 13 Parking for approx. 80 Cars. 240m²
- 14 Grassed viewing terraces
- 15 Replaced trees to provide uniform canopy coverage
- 16 Main North Road to Prospect Road pedestrian link
- 17 Existing cricket nets to be retained - Upgrade to soft netting
- 18 Upgrade to 3 synthetic cricket nets
- 19 New cricket storage facility
- 20 New screen and scoreboard (9x3.5m)
- 21 Hardstand bleachers in front of scoreboard
- 22 New light towers
- 23 New event platform - marque area
- 24 New gym and media facilities (to current dining room). 1200m²
- 25 Existing croquet
- 26 New tree boulevard
- 27 Streetscape improvements
- 28 Scorer's position



Proposed Improvements

Attachment 10

271

The Prospect Oval Venue Improvement Plan has been developed to provide actions that are practical and realistic and considers the financial responsibilities and capacity of Council, the club and other key stakeholders.

A staged approach for the development and implementation of key Venue Improvement Plan actions is recommended. This approach will provide stakeholders with the opportunity to allocate funding across a number of financial years, in line with the proposed sequence of works, and investigate relevant external funding applications to support recommendations.

Implementation and delivery of proposed facility components will be dependent on the level and timing of available funding, and the capacity to fund works outside of annual operational budget for the Clubs or Council.

Proposed actions have been allocated a stage taking into consideration its level of priority and its relative impact on delivering the desired outcomes and timings.

It should be acknowledged that priorities can change and are based on funding availability. The presentation of new or unknown opportunities or changes in community demands can also alter priorities.

The Venue Improvement Plan works have been costed at approximately \$19.52 million. The adjacent table does not include contingencies or some infrastructure costs. Full QS costings can be found in appendix 1.

Master Plan Reference	Description	Cost (ex GST)
Stage 1 - \$ 5,482500		
1	Oval – New goal posts, lighting upgrade, goal square, centre alignment and pitch replacement and catch safety nets	\$107,000
2 & 8	Improved main entry and plaza	\$1,229,500
3	Upgrade function/dinning area	\$2,178,000
19	New screen and scoreboard	\$143,000
21	New light towers	\$1,329,000
23	Relocate gym and media facility	\$496,000
Stage 2 - \$9,888,000		
4	Prospect Cricket Club rooms	\$2,984,000
6 & 7	Home and Away player race	\$426,000
9	Community Sports centre and indoor training centre	\$6,478,000
Stage 3 - \$299,850		
11	Decommission existing toilets	\$21,850
17	Upgrade to 3 synthetic cricket nets	\$65,000
18	New cricket storage facility	\$213,000
Stage 4 - \$1,568,600		
13	Formalised Parking	\$62,200
14	Grassed viewing terraces	\$1,203,700
20	Hardstand bleachers in front of new scoreboard	\$275,700
Stage 5 - \$1,461,100		
15	Main North Road to Prospect Road pedestrian link	\$762,100
22	New event platform	\$236,000
25	New tree boulevard	\$107,000
26	Streetscape Improvements	\$356,000

A Perfect Partnership

The Prospect Oval redevelopment supports the full football and cricket development pathway – from junior to elite level across both male and female competitions. As the home venue for the North Adelaide Football Club and Prospect District Cricket Club as well as use by community and other sporting competitions, Prospect Oval is a vital venue servicing Adelaide's Inner North East region.

The creation of a venue that is inclusive, welcoming and fit for purpose will further support its role to cater for football and cricket and supports the continued growth of both the games particularly in women's participation.

Partnerships to maximise use and investment are critical in realising the vision for the venue. Partnerships with the RSL and other community groups who currently use the site should be continued and strengthened.

A strong partnership between the City of Prospect, North Adelaide Football Club and Prospect District Cricket Club, SANFL and SACA will need to continue and ongoing discussions and relationships building with other key stakeholders including funding partners is vital for the sustainability of the venue.



The Prospect Oval Venue Improvement Plan proposes a great opportunity to develop a Premier venue for football, cricket and the community that supports diversity and equality. The vision encourages an inclusive, engaging space for the next generation of male and female football and cricket participants.



Attachment 32



North Adelaide Football Club
administration@nafc.com.au

273



Prospect District Cricket Club
pdccpirates@gmail.com



City of Prospect
admin@prospect.sa.gov.au



For more information

Appendix 1 | Costings

PROSPECT OVAL MASTER PLAN

ORDER OF COST ESTIMATE - JANUARY 2020

Attachment

Prospect Oval Master Plan

Order of Cost Estimate - January 2020

Project Details

Description
Basis of Estimate
This estimate is based upon measured quantities to which we have applied rates and conditions we currently believe applicable as at January 2020. We assumed that the project will be competitively tendered under standard industry conditions and form of contract.
Limitation of Estimate
This estimate should be viewed as a Concept Cost Plan for use in strategic master planning review and options analysis. It should not be used for decision making analysis to commit to a project (including acquisition, finance approval, equity approval or the like). We recommend that a more detailed elemental cost plan be prepared before such commitment is to be considered.
Items Specifically Included
This estimate specifically includes the following:
Cost Centre allowances
This estimate incorporates the following in each cost centre:
<ul style="list-style-type: none"> ■ Preliminaries ■ Margin ■ Design Contingency ■ Construction Contingency ■ Professional Fees ■ Statutory Fees & Charges
Contingencies & Escalation
The estimate includes the following contingency allowances:
<ul style="list-style-type: none"> <input type="checkbox"/> Design Development Contingency which allows for issues that will arise during the design and documentation period as the design team develops the design through to 100% documentation <input type="checkbox"/> Construction Contingency which allows for issues that will arise during the construction period including for latent conditions, design errors and omissions, design changes, client changes, extension of time costs and provisional sum adjustments.
Items Specifically Excluded
The estimate specifically excludes the following which should be considered in an overall project feasibility study:
Project Scope Exclusions
<ul style="list-style-type: none"> <input type="checkbox"/> High Load floor areas ■ Stand-by power generator ■ Murals and works of art ■ Stormwater storage tanks ■ Work outside site boundaries ■ Relocation / decanting costs ■ Heritage / Seismic & BCA upgrades to existing buildings
Scope Exclusions for works by others

Prospect Oval Master Plan

Order of Cost Estimate - January 2020

Project Details

Description
<ul style="list-style-type: none">□ Loose, soft and hard furnishings■ Vertical blinds, curtains or other window treatments■ Tenant fitout■ Operators set up costs■ Retail area fitout■ Catering fittings & fitments■ Point of sale systems■ Temprites

Risk Exclusions

- Relocation and upgrade of existing services
- Contaminated ground Removal and Reinstatement
- Asbestos and Hazardous Materials Removal
- Piled foundation systems
- Rock excavation
- De-watering
- Staging / Phasing costs
- Escalation in costs if construction is delayed beyond late 2020

Other Project Cost Exclusions

- Land costs
- Legal fees
- Goods and Services Taxation
- Marketing, sales and leasing costs
- Development margin / profit
- Holding costs and finance charges

Documents

The following documents have been used in preparing this estimate:

ARCHITECTURAL Documents prepared by Cox Architecture received 09/12/19

- Prospect Oval Masterplan

Prospect Oval Master Plan

Order of Cost Estimate - January 2020

Location Summary

 AREA: Area
 Rates Current At June 2017

Location	AREA m ²	Cost/m ²	Total Cost
1 OVAL - NEW GOALPOSTS, LIGHTING UPGRADE, GOAL SQUARE, CENTRAL ALIGNMENT AND PITCH REPLACEMENT AND CATCH SAFETY NETS			107,000.00
2 IMPROVED MAIN ENTRY			711,000.00
3 UPGRADED FUNCTION / DINING ROOM - APPROX. 320 CAPACITY, NEW SHARED BAR FACILITIES, RELOCATED RSL AT GROUND LEVEL 120 CAPACITY	730	2,984	2,178,000.00
4 PROSPECT DISTRICT CRICKET CLUB ROOM, LOWER LEVEL CHANGE ROOMS - VISITOR'S HOME & AWAY / WOMEN'S HOME & AWAY	700	4,263	2,984,000.00
6 REFURBISHED HOME PLAYER'S RUN			213,000.00
7 NEW AWAY TEAM PLAYER'S RUN			213,000.00
8 PLAZA OPPORTUNITY	731	709	518,500.00
9 COMMUNITY SPORTS CENTRE & INDOOR TRAINING CENTRE	1,600	4,049	6,478,000.00
10 EXISTING HERITAGE BUNKER TO BE RETAINED			Nil
11 DECOMMISSION EXISTING WC'S	99	221	21,850.00
12 EXISTING STORAGE			Nil
13 PARKING FOR APPROX. 50 CARS	240	259	62,200.00
14 GRASSED VIEWING TERRACES INCLUDING GENERAL LANDSCAPING ALLOWANCE	2,318	519	1,203,700.00
15 MAIN NORTH ROAD TO PROSPECT ROAD PEDESTRIAN LINK	1,787	426	762,100.00
16 EXISTING CRICKET NETS TO BE RETAINED - UPGRADE TO SOFT NETTING			Nil
17 UPGRADE TO 3 SYNTHETIC CRICKET NETS			65,000.00
18 NEW CRICKET STORAGE FACILITY			213,000.00
19 NEW SCREEN AND SCOREBOARD			143,000.00
20 HARDSTAND BLEACHERS IN FRONT OF NEW SCOREBOARD	177	1,558	275,700.00
21 NEW LIGHT TOWERS			1,329,000.00
22 NEW EVENT PLATFORM	167	1,413	236,000.00
23 RELOCATED GYM AND MEDIA FACILITIES (TO CURRENTLY DINING ROOM)	1,200	413	496,000.00
24 EXISTING CROQUET			Nil
25 NEW TREE BOULEVARD			107,000.00
26 STREETSCAPE IMPROVEMENTS			356,000.00
27 SCORER'S POSITION			Nil
IN INFRASTRUCTURE			852,000.00
	ESTIMATED NET COST	9,749	\$2,003 \$19,525,050.00
MARGINS & ADJUSTMENTS			
Goods and Services Taxation			Excl.
Escalation beyond early 2020			Excl.
	ESTIMATED TOTAL COST	9,749	\$2,003 \$19,525,050.00

AGENDA ITEM NO.: **10.14**

TO: Council on 28 July 2020

DIRECTOR: Simon Bradley, Director Infrastructure and Environment

REPORT AUTHOR: Russell King, Acting Manager Infrastructure and Assets

SUBJECT: Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan

1. EXECUTIVE SUMMARY

Council's Open Space Strategy identifies the priority parks for upgrades and the Prospect Gardens / Narnu Wirra playspace was scheduled for an upgrade in the 2020/21 financial year.

City of Prospect was successful in receiving a grant as part of the Minister for Planning's 2019-2020 Planning and Development Fund for the upgrade of the Prospect Gardens / Narnu Wirra. The total cost of the project is \$437,000 with \$218,500 in grant funding.

A Draft Concept Plan for the upgrade of Prospect Gardens / Narnu Wirra has been developed by Council Administration. This Draft Concept Plan was developed in response to community consultation undertaken in late 2017. The Draft Concept Plan incorporates a new playground, fitness equipment, nature play, dinosaur fossil discovery trail, sensory musical panel, furniture, entry statement, lighting, pavement and amenity planting.

Whilst there is potential for the updated Draft Concept Plan to be adopted by Council now, further community consultation is recommended in line with Councillors' sentiment to ensure that community needs are understood and their expectations are suitably managed. This is an important step for the future of Prospect Gardens / Narnu Wirra and having the community on board with Council's vision is critical to future success.

The Draft Master Plan is provided at [Attachment 1](#) for endorsement for community consultation.

2. RECOMMENDATION

- (1) **Council having considered Item 10.14 Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan receive and note the report.**
- (2) **That Council endorse the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan (as presented in Attachment 1) for community consultation.**
- (3) **A further report is provided to Council on the outcomes of community consultation on the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan.**

3. DISCUSSION

Prospect Gardens / Narnu Wirra is located on the eastern side of our Council, bounded by Mawson Street, East Terrace, Buchanan Street and West Terrace, Nailsworth.

At the Council meeting on 26 May 2020 a report was presented advising that City of Prospect was successful in receiving a grant under the State Government's Planning and Development Fund for the redevelopment of the Prospect Gardens / Narnu Wirra playspace. The total cost of the proposed upgrade is \$427,000 with \$218,000 in grant funding. At this meeting Council resolved (in part):

- (1) *Council having considered Item 10.3 Successful Grant Funding – Churchill Road Master Plan (Stage 3 of 3) and Prospect Gardens / Narnu Wirra Redevelopment receive and note the report.*
- (2)
- (3) *That Council authorises the Chief Executive Officer to sign a grant funding agreement related to Council accessing a grant from the Department of Planning, Transport and Infrastructure for \$218,500 contribution towards Prospect Gardens / Narnu Wirra Redevelopment, noting that Council's contribution is \$218,500.*

Community Consultation Undertaken to Date

A survey for the Prospect Gardens / Narnu Wirra playspace was undertaken in September 2017, providing options for play equipment and seeking feedback on what residents would like to see as part of an upgrade. Surveys were distributed to all residents that live within a 200 metre radius of the park and responses were compiled to determine the most appropriate components to be included in the draft Concept Plan.

The most common components were new play equipment (including a large play structure, cubby house, swings and climbing equipment); nature play; and more park furniture. 94% of respondents said they would visit the park more often if it were upgraded to suit their needs. The majority of children at the time of the survey fell into the 6-12 years age bracket.

A Draft Concept Plan has been prepared in response to the community survey responses, acknowledging that the children would be a little older now and reflecting this in the draft Concept Design.

The Draft Concept Plan incorporates a playspace with nature play element for children to explore, promotes the significance of natural beauty and educates children on the importance of nature through interaction. The Draft Concept Plan provides the opportunity for people of all ages and abilities to interact with each other if they like and the integrated design of the various elements will provide stimulation and activity for all. Alternatively, people may seek a quiet area under a tree and enjoy watching, reading or a place to reflect. Incorporating a sensory musical panel, stepping stones, fossil discovery trail and timber bridge will provide a passive, unstructured, peaceful and interesting space for all.

The updated Draft Concept Plan is provided at **Attachment 1** for endorsement for community consultation.

Community Consultation

It is proposed that further community consultation be undertaken to allow for additional feedback on the Draft Concept Plan before it is presented to Council for adoption. The purpose of the community consultation is to inform the community of the draft Concept Plan for Prospect Gardens / Narnu Wirra Playspace and invite participants to provide feedback on components of the Draft Concept Plan to ensure that it meets the community's expectations. The proposed level of engagement, in accordance with Council's Community Engagement and Consultation Policy is Level 2 'Consult and Involve'. The consultation period will be for 21 days.

The consultation process would include:

- Postcard style flyer (DL size) to owners and residents within a 200m radius of Prospect Gardens / Narnu Wirra that provides an overview of the Draft Concept Plan, inviting participation in the engagement process and provides details for consultation (e.g. online survey)
- Corflute signage at visible locations throughout the reserve
- Additional consultation with key stakeholders and peak sporting bodies
- Promotion of the Draft Concept Plan consultation via Council's website and social media
- Public Forum onsite on a weekend to allow the community to ask questions of staff
- Providing the opportunity for community members to provide feedback via Council's Community Engagement Hub via an online survey

Council Administration then recommends that a further report is provided to Council on the outcomes of community consultation on the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan. Depending on the quantity and detail of submissions, it is envisaged that this report will be brought back to Council in September 2020.

Implications, Related Questions and Further Information

Financial Implications

Council has allocated \$437,000 (incorporating \$218,000 in State Government grant funding) in the 2020/21 Annual Business Plan to the upgrade of the Prospect Gardens / Narnu Wirra playspace.

Relevance to Core Strategies / Policy

- Local Government Act, 1999
- Community Engagement and Consultation Policy
- Open Space Strategy, 2018

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Strategy 1.2 Environmentally active, sustainably focused
Strategy 1.3 Active living for every age, every stage

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

- Strategy 2.1 Respect the past, create our future
- Strategy 2.2 Loved parks and places
- Strategy 2.3 An accessible City
- Strategy 2.4 A greener future

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.1 Excellence in Infrastructure

Intelligent Community Indicators

- 6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.
-

ATTACHMENTS

- Attachment 1: Prospect Gardens / Narnu Wirra Playspace Draft Concept Plan

PROSPECT GARDENS / NARNU WIRRA PLAYGROUND UPGRADE - CONCEPT PLAN



1 ENTRANCE STATEMENT

2 NEW FITNESS STATION



3 NEW SANDPIT PLAY AREA

4 NEW SENSORY MUSICAL PANEL

5 NEW DOUBLE SWING WITH A REGULAR SEAT & TODDLER SEAT

6 NEW CUBBY HOUSE WITH A SLIDE



7 STEPPING STONES

8 CREEK BED WITH DINOSAUR DISCOVERY TRAIL & SCULPTURE



9 DINOSAUR THEMED PLAYGROUND



10 FLYING FOX ON THE MOUND WITH NATURE PLAY ELEMENTS

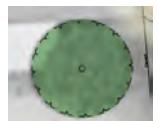


11 RAMP UP TO THE EXISTING MOUND

12 EXISTING ENTRY

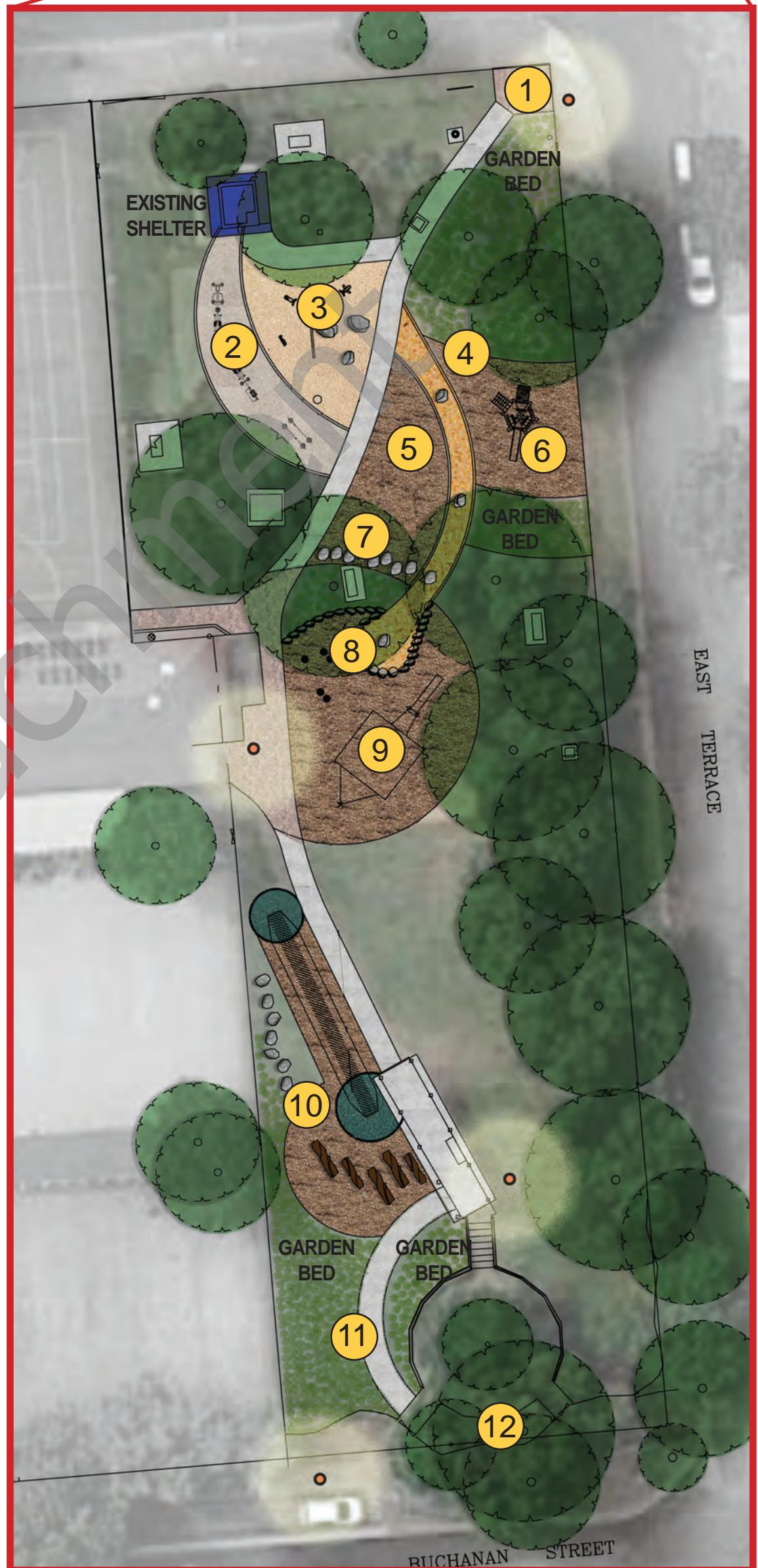
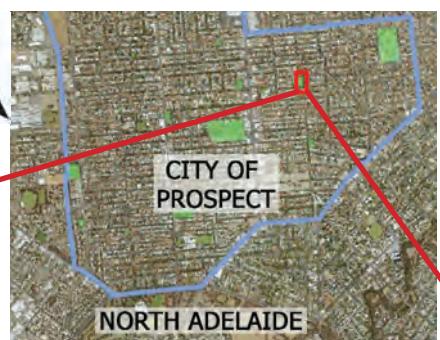


NEW LIGHTS



EXISTING TREES

LOCATION PLAN



PROPOSED CONCEPT PLAN - PROSPECT GARDENS / NARNU WIRRA

AGENDA ITEM NO.: **10.15**

TO: Council on 28 July 2020

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Brendan Lott, Manager Community Development

SUBJECT: Finalisation of Reconciliation Action Plan - Innovate

1. EXECUTIVE SUMMARY

Commencing in July 2018, Council's Reconciliation Action Plan (RAP) has after two years, reached the end date for delivery of a wide range of actions and deliverables.

This report provides a description of Council's achievements through delivery of a number of the recommendations and discusses the next steps to further our Indigenous connections based upon our learnings, challenges and achievements.

Developing a RAP through Reconciliation Australia's endorsement process has provided permission for Council to use the nationally recognised RAP logo that demonstrates compliance with the RAP framework and standards. RAPs provide a structured, nationally recognised, tried and tested model for Council to formalise commitments to reconciliation. The City of Prospect should feel proud with the steps taken in recent years.

RAPs help to foster a community of shared values, goals and a common language when it comes to reconciliation and City of Prospect is one of only a small number of South Australian Councils to formalise its commitment in this way.

There have been some clear highlights through Council's delivery of our "Innovate RAP". The use of Kaurna language to name our new library, community and administration hub on Prospect Road has delivered a strong message of reconciliation throughout our community and more broadly across greater Adelaide. Our efforts have extended to the dual naming of our largest and busiest local parks. Further, Council was keen to seize the opportunity of the new residential property development at the northern end of Churchill Road to use Kaurna language for some of the new street names.

Council's RAP was established through collaboration with a local Aboriginal community member and Ngarrindjeri man and prepared by a cross-council team. The document is separated into four sections, each comprised of up to five actions, nineteen actions in total within the sections;

1. Relationships
2. Respect
3. Opportunities
4. Tracking and progress.

We are pleased to report that City of Prospect was successful across all four areas of the plan although improvement can be made for some of the actions relating to policy development, which remain planned for completion later this year. Detail on our progress against all nineteen actions is described within the Discussion section of this report.

An **Innovate RAP** outlines actions that work towards achieving our organisation's unique vision for reconciliation. Commitments within this RAP allow our organisation to be aspirational and innovative in order to gain a deeper understanding of our sphere of influence, and establish the best approach to advance reconciliation.

An Innovate RAP focuses on developing and strengthening relationships with Aboriginal and Torres Strait Islander peoples, engaging staff and stakeholders in reconciliation, developing and piloting innovative strategies to empower Aboriginal and Torres Strait Islander peoples.

The next obvious step in our reconciliation journey is to progress to a **Stretch RAP**. Such a RAP is best suited to organisations that have developed strategies, and established a strong approach towards advancing reconciliation internally and within the organisation's sphere of influence, particularly in areas and regions with large Indigenous representation in the community. City of Prospect would now meet that standard and to move forward to a Stretch RAP requires organisations to embed reconciliation initiatives into business strategies to become 'business as usual'.

Where to next?

Reconciliation Australia does not have an expectation for Council to progress from the Innovate stage to the (next) Stretch stage, instead they are keen to 'support the journey' according to the capacity and commitment of an organisation.

However, considering our success for the delivery of an Innovate RAP, a recommendation of this report is for Council staff to liaise with Reconciliation Australia with the aim of gaining their permission to develop a Stretch RAP for our organisation.

Reconciliation Australia will base their permission upon the following criteria.

Organisations are expected to have:

- Successfully completed a previous RAP
- Strong meaningful engagement with internal and external Aboriginal and Torres Strait Islander stakeholders.
- An effective governance structure, including RAP Working Group with Aboriginal and/or Torres Strait Islander representation, and senior decision makers from across the organisation
- Processes and systems in place to capture information on staff cultural learning, Aboriginal and Torres Strait Islander employees, spend with Aboriginal and Torres Strait Islander businesses, and any other relevant RAP commitments
- Strong support and engagement from senior leaders, including a designated RAP Champion
- An effective Aboriginal and Torres Strait Islander engagement strategy, cultural learning strategy and employment strategy.

Should their support be realised, further reports will return to Council to progress further work in this space of Reconciliation.

Uluru Statement from the Heart

Another recommendation from this report is for Council to endorse the "Uluru Statement from the Heart". Although not included as an action within Council's RAP, the Statement is included within this report because of its relevance and in anticipation of Council's desire to show support for our First Nations voice. A full transcript of the statement is provided within the Discussion section of this report.

This statement was the culmination of a 2017 national Indigenous consensus position on Indigenous constitutional recognition, which came out of a constitutional convention of 250 Aboriginal and Torres Strait Islander delegates.

Held at the foot of Uluru in Central Australia on the lands of the Anangu people, the statement called for the establishment of a First Nations voice to be enshrined in the Australian Constitution and for the establishment of a 'Makarrata Commission' to supervise agreement-making and truth-telling between governments and Aboriginal and Torres Strait Islander peoples.

The Uluru Statement was the culmination of 13 regional dialogues held around the country. It comes after many decades of Indigenous struggles for recognition and calls for a stronger voice in their affairs.

The Uluru convention built on nation-wide First Nations Dialogues run by the Referendum Council, at which Aboriginal and Torres Strait Islander delegates considered five options for constitutional change. Dialogues were held in Hobart, Broome, Dubbo, Darwin, Perth, Sydney, Melbourne, Cairns, Ross River, Adelaide, Brisbane, Thursday Island, and Canberra.

The Uluru Statement of the Heart is put to Council for its adoption (as recommended below) and with that support, staff will hang the statement in a key location within Payinthi.

2. RECOMMENDATION

- (1) Council having considered Item 10.15 Finalisation of Reconciliation Action Plan - Innovate, receive and note the report.**
 - (2) Chief Executive Officer, or a delegate, is tasked to liaise with Reconciliation Australia to develop a new Reconciliation Action Plan 2020-2023 (Stretch RAP) based upon learnings, challenges and achievements gained from Council's Reconciliation Action Plan – Innovate - 2018-2020.**
 - (3) Council endorses the Uluru Statement from the Heart. This statement is to be placed on prominent display within Payinthi.**
-

3. DISCUSSION

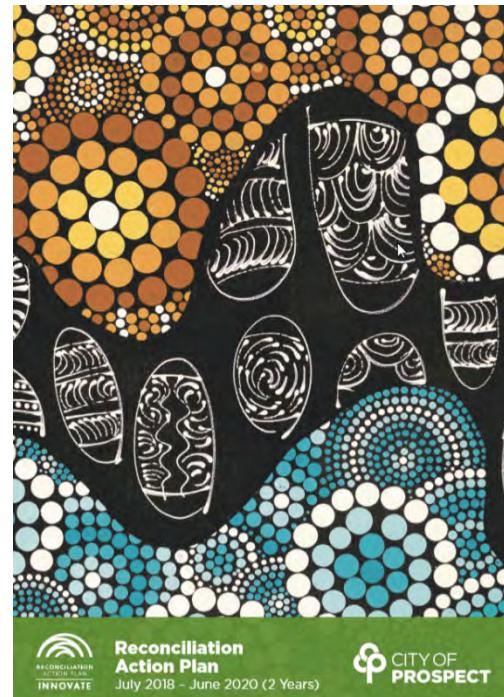
Following Council endorsement at the April 2018 meeting, Reconciliation Australia received and confirmed that Council's Reconciliation Action Plan fulfils the requirements of an Innovate Reconciliation Action Plan. A copy of City of Prospect Reconciliation Action Plan - Innovate is provided as [Attachments 1-24](#).

This Council report is a summary and update of the achievements from Council's RAP, covering the period July 2018 until June 2020 (two years).

RAPs provide a framework for organisations to realise their vision for reconciliation, supporting an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.

Reconciliation Australia's RAP Framework provides organisations with a structured approach to advance reconciliation. There are four types of RAP that an organisations can develop, each type of RAP is designed to suit an organisation at different stages of their reconciliation journey.

- **Reflect:** allows organisations to take time to build relationships externally and internally to inform and guide future RAP commitments
- ✓ **Innovate:** to develop or implement programs for cultural learning, Aboriginal and Torres Strait Islander employment and supplier diversity and embed the RAP in our organisation
- **Stretch:** for when we are ready to challenge ourselves by setting targets for the actions outlined in the RAP and set clear and measurable targets to deepen its impact
- **Elevate:** is for organisations with a long, successful history in the RAP Program and a willingness to significantly invest in reconciliation. Elevate RAP organisations are among elite leaders driving reconciliation in their sector.



The report from here looks at the various sections and recommended actions from the RAP and discusses the success or otherwise in relation to these actions under the headings:

- Relationships
- Respect
- Opportunities
- Tracking and progress.

Overall, the RAP would be considered a great success with the vast majority of recommendations implemented.

Relationships

Council's Innovate RAP commits to the development of stronger and mutually respectful relationships based on open and honest dialogue and productive partnerships is the way forward between Aboriginal and Torres Strait Islander peoples and other Australians in our community.

Council is well placed to connect people in our community through its available networks, engagement strategies, recognition events and awards celebrations and awareness raising from a range of communication technologies at our disposal. We acknowledge that this RAP process has provided us with many opportunities to build stronger relationships in support of reconciliation.



Relationships

Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
1.1 RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting	RAP Working Group (RWG) oversees the development, endorsement and launch of the RAP.	1.4.2.3	July 2018	Director Community and Planning
	Ensure Aboriginal and Torres Strait Islander peoples are represented on the RAP Working Group (RWG).	4.4.4.1	Annually in March, June and September	Director Community and Planning
	Internal RAP Working Group to meet at least twice per year to monitor and report on RAP implementation.	4.4.4.1	December 2018 & 2019	Director Community and Planning

Each of the above three deliverables have been met.

The RAP Working Group continued to meet and monitor the delivery of each element of the plan; membership of the Group from each of Council's departments has assisted across organisation understanding and support for Council's commitment to reconciliation.

Of particular note are the voluntary contributions made by Dennis Rigney (Aboriginal community member and Ngarrindjeri man) who generously shared his contacts and insights into the Kaurna communities. Dennis received a Community Service Award as part of Council's 2020 program for his voluntary contribution to the RAP.

1.2 Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians	Organise at least one internal event for NRW each year.	4.4.4.2	April 2019, & 2020	Manager Arts and Events
	Support an external NRW event.	4.4.4.2	April 2019, & 2020	Manager Arts and Events
	Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.	4.4.4.2	April 2019, & 2020	Director Community and Planning
	Register Council Reconciliation Week Events on the Reconciliation Australia NRW website http://www.reconciliation.org.au/nrw/events	4.4.4.2	April 2019, & 2020	Manager Arts and Events
	Circulate Reconciliation Australia's resources and reconciliation information to our staff via the Intranet.	4.4.4.2	Annually in May/June	Director Business and Innovation

Each of the above five deliverables have been met.

Council's Arts and Events team has developed cooperative relationships with local Primary Schools and a local Aboriginal health organisation to provide National Reconciliation Week and NAIDOC events.

Unfortunately, we had limited capacity to engage with our community throughout Reconciliation Week in May 2020 due to COVID-19. Instead we joined with a communication campaign led by Reconciliation Australia, with engagement across Council's social media channels, Library Storytime with Indigenous themes and Payinthi being lit up on each evening of the week in fluctuating yellow and red.



1.3 Build internal and external relationships	Know our local networks of Aboriginal and Torres Strait Islander peoples, communities and organisations (e.g. Turkindi Indigenous Information Network of SA) who we can connect / partner with as part of our RAP journey.	1.1.3.1	October 2018	Manager Community Development
	City of Prospect's 'Community Engagement and Consultation Policy' is open and inclusive of all.	1.3.4.1	July 2019	Director Community and Planning

Each of the above two deliverables have been met.

Key staff across the organisation have subscribed and are kept informed of Aboriginal and Torres Strait Islander issues through the Turkindi Indigenous Information Network. This Network has grown over the two years of our plan and has become an essential source of information and networking for any organisation with a commitment to engage with our Indigenous communities.

1.4 Celebrate and raise internal and external awareness of our Innovate RAP	Raise awareness amongst all staff across the organisation about our RAP commitments and staff member's responsibilities under the RAP at CEO and ELT 'Roadshows'.	4.4.1.1	July & November 2018	Chief Executive Officer
	Develop and implement a plan to promote (internally and externally) City of Prospect - Innovate RAP.	4.4.1.1	December 2019	Director Business and Innovation
	As part of Councils new website, create a web page for the local community to access Aboriginal and Torres's Strait Islander information and activities (inc NRW, NAIDOC etc) consistent with Councils Communication Strategy.	1.1.1.2	December 2019	Director Business and Innovation

Each of the above three deliverables have been met.

Support for Council's RAP has been promoted across the organisation, a feature of the plan are the clearly stated deliverables, timelines and person responsible. The plan has a decentralised focus, meaning, no one team or staff member is responsible for its delivery. Instead there is a clear expectation that the whole organisation supports and acts towards its fulfilment.

Council's website includes a page to capture information consistent with Council's communication strategy.

Respect

Council's Innovate RAP speaks of a commitment that its activities and business are an ideal platform to build greater levels of respect by increasing our understanding and appreciation of Aboriginal and Torres Strait Islander peoples to a wide audience, including Elected Members, employees and the local community.

It is important for Council to establish achievable actions and deliverables related to gathering knowledge, building awareness and practicing respect.



Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
2.1 Provide Aboriginal and Torres Strait Islander cultural learning and development	Develop and implement cultural awareness for Council staff through amendments to the 'Training and Development Policy' which defines cultural learning needs of employees in all areas of our business and considers various ways of which cultural learning can be provided (online, face to face workshops, cultural immersion).	4.4.1.1	March 2019	Manager Governance & Administration
	Work with local Traditional Owners and/or Aboriginal and Torres Strait Islander consultants to provide cultural awareness training.	4.4.1.1	Each year as part of NRW	Manager Governance & Administration
	Staff and Elected Members to undertake a 'Cultural Inclusion Framework' self-assessment (Department of Premier and Cabinet website).	4.4.1.1	December 2018	Manager Governance & Administration
	Conduct staff surveys to capture time-series data and measure our staff's level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievement over time.	4.4.1.1	Commencing in 2019	Manager Governance & Administration
	Organise a relevant staff and Elected Member cultural bus tour of local places of Indigenous significance (including the northern areas of the Adelaide Park Lands).	4.4.1.1	March 2019	Manager Governance & Administration

Some of the items above remain 'in progress'.

Amendments to Council's Training and Development policy is scheduled for completion later in 2020.

Cultural awareness training and staff survey were completed May 2019 and were included within Reconciliation Week activities.

Staff and Elected Members cultural bus tour is scheduled for 2020/2021.

2.2	Raise internal and external recognition of Aboriginal and Torres Strait Islander cultural protocols	Update codes of practise and policy for formal and informal meetings and events to include a Kaurna Welcome and/or Welcome to Country and/or an Acknowledgment of Country including an internal checklist and wording protocols.	4.4.1.1	December 2018	Manager Governance & Administration
		Permanently fly the Aboriginal flag at the Civic Centre, including the new Civic Centre.	1.4.2.2	Ongoing, reviewed July each year	Manager Governance & Administration
		Develop and maintain a list of key Kaurna contacts who are endorsed by their community to present a 'Welcome to Country' at Council events or activities.	1.1.1.2	July 2018	Manager Community Development
		Include an Acknowledgement of Country at the commencement of publically accessible internal meetings, including Council meetings.	1.1.1.2	Monthly from 2018	Manager Governance & Administration

Some of the items above remain 'in progress'.

Codes of Practice have been updated to include an internal checklist and wording protocols. An Acknowledgement of Country at the commencement of public meetings is now standard practice.

An upgrade of Vine Street Plaza will feature the Aboriginal flag being flown from a flag pole located on the Prospect Road end of the Plaza.

2.2	Raise internal and external recognition of Aboriginal and Torres Strait Islander cultural protocols	Include at the beginning of all Council Meeting Agenda's an Acknowledgement of Country as :- "City of Prospect acknowledges that we are on the traditional country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationships with the land. We acknowledge that they are of continuing importance to the Kaurna people living today."	July 2018	Manager Governance & Administration
		Ensure a Kaurna Elder presents a Kaurna Welcome at every Council run Citizenship Ceremony.	1.4.2.1	A minimum three times a year 2018, 2019, 2020

Both of the above deliverables have been met.

Each Council meeting includes an Acknowledgement of Country and Uncle Lewis O'Brien presents the Kaurna Welcome at every Council run Citizenship Ceremony.

2.3	Participate in and celebrate NAIDOC week	Review HR policies and procedures to support employees participating in NAIDOC Week.	4.4.1.1	Annually in July	Manager Governance & Administration
------------	--	--	---------	------------------	-------------------------------------

This deliverable has not been completed and whilst many staff participate in NAIDOC Week activities, this is through informal arrangement across the teams. More formal consideration of this will be included within a review of relevant human resource policies which is scheduled throughout 2020 and 2021.

2.4	Show recognition of Aboriginal and Torres Strait Islander connections to the local area	Provide library resources and facilitate the involvement of local volunteer groups (eg. Local History Group) toward increased understanding and representation of Aboriginal and Torres Strait Islander histories, art and languages.	1.3.3.2	February 2020	Manager Library Services
		Display Council's Reconciliation Statement in Council facilities.	4.4.2.2	August 2018	Manager Governance & Administration
		Undertake site assessment and design for a red dirt dance pit on one of our open space reserves/parks.	2.1.1.1	December 2019	Director Infrastructure & Environment
		Undertake site assessment and design for a native vegetation/bush tucker garden in one of our reserves/parks.	2.1.1.1	December 2019	Director Infrastructure & Environment
		Research and determine the dual naming of parks, reserves and places within City of Prospect.	2.1.1.1	August 2018	Director Community and Planning
		Explore the opportunity, community support levels and protocols required to dual name Prospect Oval and Main North Road and make a recommendation to Council to progress.	2.1.1.1	August 2019	Director Infrastructure & Environment

Some of the items above remain 'in progress'.

A focus of Library purchase of resources, notably children's books, has been upon the Aboriginal, Torres Strait Islander history, art and languages.

Council's Reconciliation Statement was endorsed 18 May 2004 and is on display within both Payinthi and Nailsworth Hall.

A site assessment and concept design of a Kaurna Ceremonial Dance Space and Bush Tucker Garden has been completed. Note - this is concept stage only and will be placed upon Council's Workshop schedule for discussion later this year before progressing to delivery.

Kaurna Language in Prospect

Historical records indicate it as being most likely that the Kaurna language was last spoken in a day-to-day context in the 1860s and was considered extinct even as early as 1850. In 2002, Kaurna Elders and youth, teachers and language specialists established "Kaurna Warra Pintyanthi" (KWP) as the Kaurna peak body to oversee and direct the revival and reclamation of their language based on historical records.

Through implementing Council's RAP, key staff have developed a strong relationship with KWP, establishing City of Prospect as a partner in the revival of Kaurna language. This in turn has put Kaurna culture front of mind and into the centre of community life, sparking considerable discussion and, we trust, understanding, within our diverse communities.

KWK is the leading group dedicated to Kaurna language revitalisation and maintenance in recognition that the traditional lands and language of the Kaurna people include the Adelaide Plains of South Australia.

Council has regularly consulted KWK to pursue an interest in the use of Kaurna language for naming sites and locations throughout our City. Most recently Payinthi being the name chosen for the newly constructed library, community hub and administration centre at 128 Prospect Road. Payinthi is a simple translation into Kaurna of the English language phrase 'Good Prospects'.

Other examples of Kaurna language in use throughout our City are as follows:

- **Narnu Wirra** (Prospect Gardens - Nailsworth)
- **Payinthi yarta** (Prospect Oval - Prospect)
- **Yarnta Tutu yarta** (Broadview Sports and Recreation Precinct - Broadview)
- **Parndo yerta** (Charles Cane Reserve - Prospect)

Council was also keen to seize the opportunity of the new property development at the northern end of Churchill Road to use Kaurna language for some of the new street names. When the development concludes, you will be able to drive, walk or ride a bike down Parnta Avenue or Payinthi Drive or simply sit and enjoy the small park named Pingku Walk.

Each of these Kaurna words have the English language translation as follows:

- Parnta – Lime; limestone; brick
- Payinthi – Good Prospects
- Pingku – Bilby.

An assessment of community support for the dual naming of Main North Road has not been completed.

2.4	Show recognition of Aboriginal and Torres Strait Islander connections to the local area	Provide significant references to the local Kaurna people as the traditional owners of the Adelaide Plains (Prospect Council Area) in public art and design elements as part of the architecture and fit-out design and development of the new Community Hub, Library and Innovation Centre (CLIC) / Civic Centre building; including interpretive signage to provide local recognition and respect.	2.1.1.1	July 2020	Director Infrastructure & Environment and Director Community & Planning
		Regularly feature positive news stories on local Aboriginal and Torres Strait Islander community events, residents and organisations in Council communications including the Prospect Magazine, Facebook etc.	1.1.2.2	July 2018, 2019 and 2020	Director Business and Innovation
		Strategic Deliverables and Measures incorporated within Council's authorised <i>Strategic Plan to 2020</i> ('People' & 'Place').	1.4.2.3	September 2020	Director Community and Planning

The above three deliverables have been completed.

The development of Payinthi on Prospect Road is significantly influenced by Kaurna people through its naming, art work and cultural events.

Several relevant articles have featured within Prospect magazine over the life of the plan.

2.5 Integrate respect for Aboriginal and Torres Strait Islander peoples and cultures into Council's activities and community initiatives	Prospect Library to include stories by indigenous authors and about indigenous dreaming and other stories as part of Story Time and Rhyme Time programs for children.	1.3.3.2	December 2018	Manager Library Services
	Participate in Statewide Digital Literacy Programs	1.3.3.2	July 2018	Manager Library Services

The above two deliverables have been completed.

The Library includes books with Indigenous themes and/or by Indigenous authors regularly throughout the annual Storytime rotation. Indigenous songs and versions of songs are also part of the regular song rotation for Rhymetime. These programs also feature dedicated Indigenous content during both NAIDOC Week and Reconciliation Week each year.

Opportunities

Council's Innovate RAP supports the development and implementation of actions under its sphere of influence that contribute towards employment and professional development for, and supplies and services from, Aboriginal and Torres Strait Islander peoples, wherever justified.

Opportunities

Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
3.1 Acknowledge and support Aboriginal and Torres Strait Islander employment, traineeships / scholarships and volunteer assistance within the organisation	Incorporate Aboriginal and Torres Strait Islander Employment into the review of Council's Recruitment Policy.	4.4.2.1	September 2018	Manager Governance & Administration
	Promote Aboriginal and Torres Strait Islander volunteering opportunities at Council including for NRW and NAIDOC Week activities.	1.1.1.2	December 2018	Manager Community Development
	Include RAP Themes of Relationships, Opportunities and Respect as part of any Review of Councils IWEYOU Values.	4.4.2.1	September 2018	Manager Governance & Administration
	Review and strengthen HR Policy (e.g. Recruitment) for Aboriginal and Torres Strait Islander employment by advertising Council staff vacancies with Aboriginal and Torres Strait Islander media / recruitment agencies and within our organisation, and ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace.	4.4.2.1	December 2018	Manager Governance & Administration
	Provide an in-house mentoring network for new Aboriginal and Torres Strait Islander employees.	4.4.2.1	December 2018	Manager Governance & Administration
	Submit a Budget Bid as part of the annual budget process that seeks Council funding for an Aboriginal and Torres Strait Islander traineeship position within Council's general staffing needs, and to support the City of Prospect RAP plan.	4.4.2.1	September 2020	Manager Governance & Administration

Some of the items above remain 'in progress'.

A review of Council's Recruitment and onboarding policies and procedures is scheduled for later in 2020.

A review of Council's IWeYou Values was completed early 2019, the new values include the RAP theme of Respect.

A budget bid for an Aboriginal and Torres Strait Islander trainee position was included within Council's annual budget process. The bid did not progress due to competing priorities.

3.2 Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation	Identify barriers to Australian Aboriginal and Torres Strait Islander businesses to supply our organisation with goods and services as per Council's Procurement Policy, and seek to remove such barriers.	4.4.2.1	August 2019	Director Corporate Services
	Research Australian Aboriginal and Torres Strait Islander businesses that may be considered for the supply of goods and services as per Council's Procurement Policy.	4.4.2.1	February 2019	Director Corporate Services
	Investigate Supply Nation membership	4.4.2.1	October 2018	Director Corporate Services

The deliverables above have been completed.

Council's Procurement Policy has been amended to include the following clause:

"4.1.8 Reconciliation Action Plan

Council is committed to the Reconciliation Action Plan (RAP), and more broadly the national reconciliation movement.

Through the membership of Supply Nation Council has access to the largest database of verified Indigenous businesses. Council officers should consider these suppliers, and other similar, when considering the market approach.

When evaluating suppliers for a particular procurement, weighting can be applied to support the national reconciliation movement."

3.2 Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation	Support the involvement of at least one Aboriginal and/or Torres Strait Islander owned business as part of Network Prospect initiatives.	4.4.2.1	February 2019	Director Business and Innovation
---	--	---------	---------------	----------------------------------

Efforts have been made to deliver this objective and remain ongoing.

An Aboriginal business was supported to apply for the retail lease opportunity created within the Prospect Town Hall, unfortunately the application, which proposed a rent considerably lower than market expectations and lower than other offers, was not successful.

3.3	Provide for Aboriginal and Torres Strait Islander peoples to participate in Council activities and services	Involve Kaurna traditional performers in major events (Tourrific Prospect, Prospect Spring Fair).	1.4.2.1	January 2018 & January 2019	Manager Arts and Events
		Subsidise hall hire for Aboriginal organisations/groups to enable them to run programs or events which celebrate and promote cultural diversity (eg CASM).	1.1.2	Per booking - a minimum one a year	Director Infrastructure & Environment
		Promote Council's community grants program to Aboriginal and Torres Strait Islander community members and organisations.	1.1.2	July 2018, 2019 and 2020	Manager Community Development
		Partner with and assist local Aboriginal and Torres Strait Islander artists by programming Aboriginal and Torres Strait Islander content into art festivals and Prospect Gallery Exhibitions.	1.4.1.1	August as part of annual program planning	Manager Arts and Events
		When possible, engage Aboriginal and Torres Strait Islander exhibition curators to oversee Prospect Gallery exhibitions and explore holding these exhibitions to coincide with days / weeks of significance.	1.4.1.1	Bi-Annually as part of the SALA Festival - 2019	Manager Arts and Events
		Ensure nominations for Council's Awards Program is open to and promoted to Aboriginal and Torres Strait Islander people.	1.3.4.1	November 2018	Manager Community Development

Each of the above six deliverables have been achieved.

An exhibition was hosted in our Gallery from July to August 2019 with a focus upon the celebration of NAIDOC Week. Kaurna traditional performers are a regular feature at each of Council's major events.

Council's Awards program is promoted through a local Aboriginal community service and more broadly through the Indigenous information network of South Australia known as Turkindi.

Tracking and progress

Council's Innovate RAP commits to monitoring and updating its actions to achieve continued improvements for Aboriginal and Torres Strait Islander peoples and our broader community.



Tracking and Progress

Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
4.1	Define and identify resource needs and provide budget for RAP development and implementation in advance of the annual budget process.	1.4.2.3	February 2019 & 2020	Director Community and Planning
	Ensure RAP deliverables are incorporated within Council's Annual Business Plans and Budget Bids.	1.4.2.3	July 2018, 2019 & 2020	Director Community and Planning

For each year of the plan, Council's budget included a specific allocation of funds to conduct National Reconciliation Week and NAIDOC Week activities. Other aspects of the plan were completed using recurrent funds as part of project implementation.

4.2 Report RAP achievements, challenges and learnings to Reconciliation Australia	Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually. Investigate participating in the RAP Barometer.	1.4.2.3 1.4.2.3	September, 2018, 2019 & 2020 May 2019 & 2020	Manager Community Development Director Community and Planning
---	---	--------------------	---	--

Advice received from Reconciliation Australia is that they will send our RAP Impact Questionnaire August /September for our completion.

Reconciliation Australia is satisfied that this report, an update on progress for completion, satisfies an important reporting requirement for our Reconciliation Action Plan.

4.3 Report RAP progress internally and externally	Report to Council on the delivery of RAP activities and outcomes through the Quarterly Reporting process.	1.4.2.3	Quarterly 2018,2019 & 2020	Director Community and Planning
---	---	---------	----------------------------	---------------------------------

The above deliverable has been achieved.

Various reports to Council throughout the RAP period have includes updates on progress for our RAP, including Kaurna place naming and NAIDOC activities.

Council's 28 August 2018 meeting included a report titled Reconciliation Action Plan – Update and Kaurna Naming. Particular focus of this report was upon recently completed NAIDOC Week activities and Kaurna naming of streets and a small park within the Prospect 1838 Estate.

4.4 Review and Refresh RAP	Liaise with Reconciliation Australia to develop a new RAP (2020 – 2022) based on learnings, challenges and achievements.	1.4.2.3	July 2019	Director Community and Planning
--------------------------------------	--	---------	-----------	---------------------------------

The above deliverable has been commenced.

Council's Community Development Team recently made contact with Peter Morris, General Manager of the Reconciliation Action Plan (RAP) Program to begin discussion and planning for Council's next steps on our RAP journey. We have been allocated a Project Officer to assist us with this process.

Reconciliation Australia does not have an expectation for Council to progress from the Innovate stage to the (next) Stretch stage, instead they are keen to 'support the journey' according to the capacity and commitment of an organisation.

However, considering our success for the delivery of an Innovate RAP, a recommendation of this report is for Council staff to liaise with Reconciliation Australia with the aim of gaining their permission to develop a Stretch RAP for our organisation.

Reconciliation Australia will base their permission upon the following criteria:

Organisations are expected to have:

- Successfully completed a previous RAP
- Strong meaningful engagement with internal and external Aboriginal and Torres Strait Islander stakeholders

- An effective governance structure, including RAP Working Group with Aboriginal and/or Torres Strait Islander representation, and senior decision makers from across the organisation
- Processes and systems in place to capture information on staff cultural learning, Aboriginal and Torres Strait Islander employees, spend with Aboriginal and Torres Strait Islander businesses, and any other relevant RAP commitments
- Strong support and engagement from senior leaders, including a designated RAP Champion
- An effective Aboriginal and Torres Strait Islander engagement strategy, cultural learning strategy and employment strategy.

Uluru Statement from the Heart

Another recommendation from this report is for Council to endorse the "Uluru Statement from the Heart". Although not included as an action within Council's RAP, the Statement is included within this report because of its relevance and in anticipation of Council's desire to show support for our First Nations voice. A full transcript of the statement is provided below.

"ULURU STATEMENT FROM THE HEART"

We, gathered at the 2017 National Constitutional Convention, coming from all points of the southern sky, make this statement from the heart:

Our Aboriginal and Torres Strait Islander tribes were the first sovereign Nations of the Australian continent and its adjacent islands, and possessed it under our own laws and customs. This our ancestors did, according to the reckoning of our culture, from the Creation, according to the common law from 'time immemorial', and according to science more than 60,000 years ago.

This sovereignty is a spiritual notion: the ancestral tie between the land, or 'mother nature', and the Aboriginal and Torres Strait Islander peoples who were born therefrom, remain attached thereto, and must one day return thither to be united with our ancestors. This link is the basis of the ownership of the soil, or better, of sovereignty. It has never been ceded or extinguished, and co-exists with the sovereignty of the Crown.

How could it be otherwise? That peoples possessed a land for sixty millennia and this sacred link disappears from world history in merely the last two hundred years?

With substantive constitutional change and structural reform, we believe this ancient sovereignty can shine through as a fuller expression of Australia's nationhood.

Proportionally, we are the most incarcerated people on the planet. We are not an innately criminal people. Our children are aliened from their families at unprecedented rates. This cannot be because we have no love for them. And our youth languish in detention in obscene numbers. They should be our hope for the future.

These dimensions of our crisis tell plainly the structural nature of our problem. This is the torment of our powerlessness.

We seek constitutional reforms to empower our people and take a rightful place in our own country. When we have power over our destiny our children will flourish. They will walk in two worlds and their culture will be a gift to their country.

We call for the establishment of a First Nations Voice enshrined in the Constitution.

Makarrata is the culmination of our agenda: the coming together after a struggle. It captures our aspirations for a fair and truthful relationship with the people of Australia and a better future for our children based on justice and self-determination.

We seek a Makarrata Commission to supervise a process of agreement-making between governments and First Nations and truth-telling about our history.

In 1967 we were counted, in 2017 we seek to be heard. We leave base camp and start our trek across this vast country. We invite you to walk with us in a movement of the Australian people for a better future.”

What is a First Nations Voice to Parliament?

The Uluru Statement called for a First Nations constitutional voice, as a way of addressing their “torment of powerlessness”.

For many decades Indigenous advocates have asked to be heard in political decisions made about their rights and interests. The Uluru Statement reiterates this longstanding call, it asks for a constitutionally guaranteed voice. The constitutional guarantee is extremely important.

The Indigenous bodies of the past that have been set up only in legislation have been easily struck down as soon as political priorities change. The constitutional guarantee provides stability and longevity and is worthy of support; to be picked up on in the Stretch RAP should Reconciliation Australia consent to Council undertaking one.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 1 – People “Know, empower, celebrate, educate and activate our community”

Strategy 1.4 Celebrate our diverse and creative community

All Council events include a Kaurna Welcome, Kaurna Acknowledgment and smoking ceremonies and Indigenous performers where possible.

Gallery exhibitions reflecting Indigenous art and culture are programmed to coincide with NAIDOC and Reconciliation Week celebrations as possible and local Indigenous artists are encouraged to participate in the bi-annual Community Show.

ATTACHMENTS

Attachments 1-24: City of Prospect Reconciliation Action Plan – Innovate – 2018-2020



Reconciliation Action Plan

July 2018 – June 2020 (2 Years)



Artwork Description



'People, Places and Prosperity'

Artist: Elizabeth Close

Pitjantjatjara, Yankunytjatjara

'People, Places and Prosperity'

This piece reflects the key concepts and core values of the City of Prospect and takes their motto 'People, Places and Prosperity' in its name.

The contrasting colour schemes on either side represent the coming together of many people from many places, countries and ethnicities; coming together to share this continent with Australia's First People and the Kaurna People of the Adelaide Plains, to build a place that is rich in culture, and whose strength comes from its diversity. The individual circles represent communities and places, the individual dots represent the individual community members.

The Coolamons represent prosperity, as Aboriginal people do not measure wealth and happiness in monetary terms. Instead, we measure it by having enough food, warmth and safety. We never take more than we need, thus we measure prosperity in the terms of having enough of what we need to build and grow as people and as a community. Coolamons are used traditionally to hold berries, nuts, roots and other traditional bush foods, thus it's imagery represents prosperity in those terms.

Elizabeth Close Pitjantjatjara, Yankunytjatjara

Elizabeth Close is an Anangu woman from the Pitjantjatjara and Yankunytjatjara language groups in the APY Lands in outback South Australia. She was born in Adelaide but spent much of her upbringing in remote communities across South Australia. She returned to Adelaide to complete her schooling, and went to University to complete a Bachelor of Nursing and a Graduate Certificate in Emergency Nursing, working in a busy metropolitan Emergency Department as a senior Registered Nurse.

After the birth of her second child, Elizabeth and her husband decided to move home to the APY so that they could immerse their children in their culture and language. Upon returning to the APY, Elizabeth was finally able to reconnect with her grandmother's family, from which she had been disconnected due to the Stolen Generation and the forced removal of Aboriginal children. Elizabeth was able to re-learn much of her language and

receive the cultural education she desperately sought, and the evolution of her artwork reflects this.

While living in the APY, Elizabeth was fortunate enough to work with artists and family at the world renowned Anangu art centre, Tjala Arts, where she learned from widely celebrated Anangu artists. Elizabeth's work is a vibrant fusion of contemporary and traditional Aboriginal art styles; using vivid warmth to express her deep connection to the Central Australian landscape that she calls home, and bold designs that bring about awareness of issues affecting Aboriginal and/or Torres Strait Islander people.

In addition to her canvas works, Elizabeth recently began painting large scale public art pieces. Most notably; 'Municipal Gum' (95sqm) and 'Xylem' (70sqm) both located in the Adelaide CBD and undertaken as part of the Adelaide Fringe Festivals 'Street Art Explosion' (2016, 2017).

Contents

Acknowledgement of Country	Page 4
Message from Mayor, David O'Loughlin.....	Page 5
Our Business.....	Page 7
Statistical Snapshot of City of Prospect	Page 8
Our RAP.....	Page 9
Our Partnerships	Page 11
What we do.....	Page 12
Relationships.....	Page 13
Respect	Page 15
Opportunities	Page 19
Tracking and Progress.....	Page 22



Acknowledgement of Country

City of Prospect acknowledges that we are on the traditional country of the Kaurna people of the Adelaide Plains region and we pay our respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationships with the land and we acknowledge that they are of continuing importance to the Kaurna people living today.



Message from Mayor, David O'Loughlin

City of Prospect is located on the lands of the Kaurna people. We appreciate their ongoing spiritual connectedness with the land, plants, animals and stars, and deeply respect their connectedness to country, and values of family, kinship and community, that form the fabric of their culture.

City of Prospect has a proud history of community; however, our association with the South Australian landscape is a mere dot on our continent's history. Aboriginal and Torres Strait Islander people have been the custodians of this land for more than 60,000 years, making them the oldest Indigenous culture in the world. It is with this knowledge that we recognise Aboriginal and Torres Strait Islanders as the first Australians with a unique place in our cultural history.

I see reconciliation as vital for all Australians in our search for identity and, on behalf of City of Prospect, I am genuinely committed to driving positive change. It is in the spirit of mutual respect, equality, and building genuine, positive relationships with lasting impact, that I present our 2018-2020 Innovate Reconciliation Action Plan to you.

This plan embeds reconciliation across all City of Prospect business practices, and focuses on Kaurna people's connection to the local area, strengthening our relationships, supporting

We look forward to the time when the goals of our first Australians are shared goals.

Aboriginal and Torres Strait Islander businesses, demonstrating respect, providing opportunities for cultural learning and career development and celebrating our shared successes.

We look forward to the time when the goals of our first Australians are shared goals. Ultimately, we look forward to deep and lasting reconciliation between Aboriginal and Torres Straight Islanders peoples and the broader community that leads to recognition of a shared history and a common future, intrinsically bound as one people, with one history - a remarkable story about a journey that has come so far and yet is always at the beginning.

I am confident that working together with respect, we will achieve this.

Mayor David O'Loughlin
City of Prospect



*Mayor David O'Loughlin
City of Prospect*



Our Business

Council's role as a custodian of, and leader for, the local community means that it is well placed to make a meaningful contribution to local Aboriginal and Torres Strait Islander people.

The Council is governed by the Local Government Act, 1999 (SA) and its objects include:

- The participation of local communities in local affairs
- To plan for, develop and manage local areas
- To provide appropriate services and facilities to meet the present and future needs of local communities
- To manage the natural and built environment in a sustainable manner

Council's *Strategic Plan to 2020* is the key strategic document and provides direction on the key themes for the city to work towards, which includes:

- **People** - Know, empower, celebrate, educate and activate our community
- **Place** - Loved heritage, leafy streets, fabulous places
- **Prosperity** - More jobs, more investment, more activity, more vibrancy
- **Services** - Leaders of the sector providing efficient, responsive, accessible services.

Council's Strategic Plan to 2020 can be referenced at www.prospectstrategicplan.com.au

City of Prospect employs approximately 85 people and currently has two staff members who identify as Aboriginal and Torres Strait Islander.

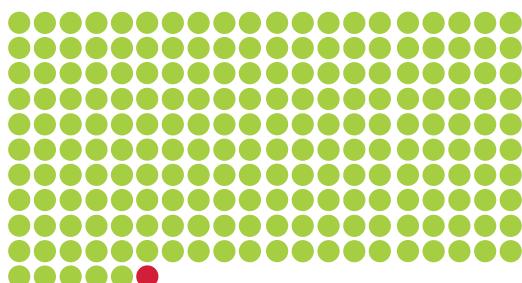
City of Prospect is a local government area of 7.8 square kilometres located immediately north of the City of Adelaide with a population of 20,527 people. At the time of the 2016 Census, 165 people (0.8%) identified as Aboriginal and Torres Strait Islander across our city. Refer to the 'Statistical Snapshot of City of Prospect' for more details.

People, Place, Prosperity – Great Prospects



Statistical Snapshot of City of Prospect

TOTAL POPULATION



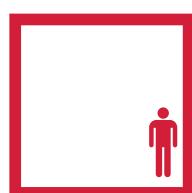
20,527 165 0.8% of total population

POPULATION GROWTH



DENSITY

People/km²



2,632

HIGH

21

LOW

INCOME



Above state average

Personal income less

Household income similar

MEDIAN AGE

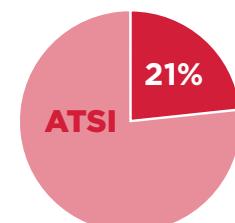
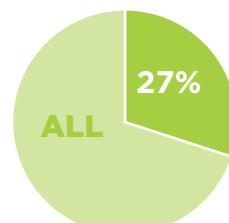


Young
Compared with Median age of 40 for SA



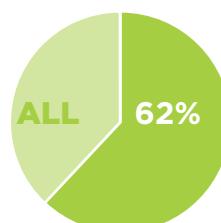
EDUCATION

Above year 12 qualifications



EMPLOYMENT

of persons aged 15 and over



Source: ABS Census 2016

ALL

ATSI - Aboriginal and Torres Strait Islanders

Our RAP

City of Prospect has embarked on a journey of reconciliation to increase our support and relationship with the local and broader Aboriginal and Torres Strait Islander community. On 12 August 2013 Council formally endorsed a Statement of Reconciliation and National Sorry Day Acknowledgement.

Council is now well positioned to commit to a Reconciliation Action Plan (RAP) at the '*Innovate*' level to acknowledge and review the practical actions the organisation will take to build strong relationships and enhance respect and awareness between Aboriginal and Torres Strait Islander peoples and other Australians, both external and internal to the organisation.

Overall responsibility for the development and review of our RAP sits with the RAP Working Group. This group is comprised of representatives from across the organisation and a community member. There are two members of the Group who identify as Aboriginal and Torres Strait Islander.

The Group is comprised of:

- **Jacob O'Connor**
– City Maintenance
- **Zoey Cook** – Senior Information Management Officer
- **Liz Gunn** – Community Development Officer
- **Brendan Lott** - Manager Community Development
- **Dennis Rigney** – Aboriginal community member and Ngarrindjeri man
- Supported by - **Nathan Cunningham** – Director Community and Planning

Council has documented and acknowledged all of the various activities it undertakes in relation to Aboriginal and Torres Strait Islander people.

The RAP Working Group met monthly to prepare the Innovate RAP document for approval. Once the document is endorsed and reverts to on-going stages of review and monitoring, meetings will be held six monthly or as needed. A Terms of Reference document supports this purpose and ensures the progress of the Working Group and the RAP.

Council's RAP has been developed through a comprehensive audit of existing Council activities and gap identification exercises. This information was then transferred onto the Reconciliation Australia RAP Template under the themes of '*relationships*', '*respect*', '*opportunities*' and '*tracking and progress*'. This process proved valuable for it was the first time that





Our Partnerships



Council currently partners with a range of services and programs working with the Aboriginal and Torres Strait Islander community, including:

- Uniting Communities Aboriginal Community Connect
- Adelaide University
- Centre for Aboriginal Studies in Music (CASM)
- Kurruru Youth Performing Arts, Port Adelaide
- NAIDOC Week School Initiatives
- Nexus Arts, Adelaide
- Reconciliation SA
- Tandanya National Aboriginal Cultural Institute, Adelaide
- Turkinidi Network

What we do



Reconciliation Week



NAIDOC Week



Tourrific Prospect



Community Art Show

Relationships

City of Prospect believes that developing stronger and mutually respectful relationships based on open and honest dialogue and productive partnerships is the way forward between Aboriginal and Torres Strait Islander peoples and other Australians in our community. Council is well placed to connect people in our community through its available networks, engagement strategies, recognition events and awards celebrations and awareness raising from a range of communication technologies at our disposal. We acknowledge that this RAP process has provided us with many opportunities to build stronger relationships in support of reconciliation.





Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
1.1 RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting	RAP Working Group (RWG) oversees the development, endorsement and launch of the RAP.	1.4.2.3	July 2018	Director Community and Planning
	Ensure Aboriginal and Torres Strait Islander peoples are represented on the RAP Working Group (RWG).	4.4.4.1	Annually in March, June and September	Director Community and Planning
	Internal RAP Working Group to meet at least twice per year to monitor and report on RAP implementation.	4.4.4.1	December 2018 & 2019	Director Community and Planning
1.2 Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians	Organise at least one internal event for NRW each year.	4.4.4.2	April 2019, & 2020	Manager Arts and Events
	Support an external NRW event.	4.4.4.2	April 2019, & 2020	Manager Arts and Events
	Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.	4.4.4.2	April 2019, & 2020	Director Community and Planning
	Register Council Reconciliation Week Events on the Reconciliation Australia NRW website http://www.reconciliation.org.au/nrw/events	4.4.4.2	April 2019, & 2020	Manager Arts and Events
	Circulate Reconciliation Australia's resources and reconciliation information to our staff via the Intranet.	4.4.4.2	Annually in May/June	Director Business and Innovation
1.3 Build internal and external relationships	Know our local networks of Aboriginal and Torres Strait Islander peoples, communities and organisations (e.g. Turkindi Indigenous Information Network of SA) who we can connect / partner with as part of our RAP journey.	1.1.3.1	October 2018	Manager Community Development
	City of Prospect's 'Community Engagement and Consultation Policy' is open and inclusive of all.	1.3.4.1	July 2019	Director Community and Planning
1.4 Celebrate and raise internal and external awareness of our Innovate RAP	Raise awareness amongst all staff across the organisation about our RAP commitments and staff member's responsibilities under the RAP at CEO and ELT 'Roadshows'.	4.4.1.1	July & November 2018	Chief Executive Officer
	Develop and implement a plan to promote (internally and externally) City of Prospect - Innovate RAP.	4.4.1.1	December 2019	Director Business and Innovation
	As part of Councils new website, create a web page for the local community to access Aboriginal and Torres's Strait islander information and activities (inc NRW, NAIDOC etc) consistent with Councils Communication Strategy.	1.1.1.2	December 2019	Director Business and Innovation

Respect

City of Prospect believes that its activities and business can be an ideal platform to build greater levels of respect by increasing our understanding and appreciation of Aboriginal and Torres Strait Islander peoples to a wide audience, including Elected Members, employees and the local community. It is important for Council to establish achievable actions and deliverables related to gathering knowledge, building awareness and practicing respect.





Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
2.1 Provide Aboriginal and Torres Strait Islander cultural learning and development	Develop and implement cultural awareness for Council staff through amendments to the 'Training and Development Policy' which defines cultural learning needs of employees in all areas of our business and considers various ways of which cultural learning can be provided (online, face to face workshops, cultural immersion).	4.4.1.1	March 2019	Manager Governance & Administration
	Work with local Traditional Owners and/or Aboriginal and Torres Strait Islander consultants to provide cultural awareness training.	4.4.1.1	Each year as part of NRW	Manager Governance & Administration
	Staff and Elected Members to undertake a 'Cultural Inclusion Framework' self-assessment (Department of Premier and Cabinet website).	4.4.1.1	December 2018	Manager Governance & Administration
	Conduct staff surveys to capture time-series data and measure our staff's level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievement over time.	4.4.1.1	Commencing in 2019	Manager Governance & Administration
	Organise a relevant staff and Elected Member cultural bus tour of local places of Indigenous significance (including the northern areas of the Adelaide Park Lands).	4.4.1.1	March 2019	Manager Governance & Administration
2.2 Raise internal and external recognition of Aboriginal and Torres Strait Islander cultural protocols	Update codes of practise and policy for formal and informal meetings and events to include a Kaurna Welcome and/or Welcome to Country and/or an Acknowledgment of Country including an internal checklist and wording protocols.	4.4.1.1	December 2018	Manager Governance & Administration
	Permanently fly the Aboriginal flag at the Civic Centre, including the new Civic Centre.	1.4.2.2	Ongoing, reviewed July each year	Manager Governance & Administration
	Develop and maintain a list of key Kaurna contacts who are endorsed by their community to present a 'Welcome to Country' at Council events or activities.	1.1.1.2	July 2018	Manager Community Development
	Include an Acknowledgement of Country at the commencement of publicly accessible internal meetings, including Council meetings.	1.1.1.2	Monthly from 2018	Manager Governance & Administration



Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
2.2 Raise internal and external recognition of Aboriginal and Torres Strait Islander cultural protocols	Include at the beginning of all Council Meeting Agenda's an Acknowledgement of Country as :- "City of Prospect acknowledges that we are on the traditional country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationships with the land. We acknowledge that they are of continuing importance to the Kaurna people living today."		July 2018	Manager Governance & Administration
	Ensure a Kaurna Elder presents a Kaurna Welcome at every Council run Citizenship Ceremony.	1.4.2.1	A minimum three times a year 2018, 2019, 2020	Director Community & Planning
2.3 Participate in and celebrate NAIDOC week	Review HR policies and procedures to support employees participating in NAIDOC Week.	4.4.1.1	Annually in July	Manager Governance & Administration
2.4 Show recognition of Aboriginal and Torres Strait Islander connections to the local area	Provide library resources and facilitate the involvement of local volunteer groups (eg. Local History Group) toward increased understanding and representation of Aboriginal and Torres Strait Islander histories, art and languages.	1.3.3.2	February 2020	Manager Library Services
	Display Council's Reconciliation Statement in Council facilities.	4.4.2.2	August 2018	Manager Governance & Administration
	Undertake site assessment and design for a red dirt dance pit on one of our open space reserves/parks.	2.1.1.1	December 2019	Director Infrastructure & Environment
	Undertake site assessment and design for a native vegetation/bush tucker garden in one of our reserves/parks.	2.1.1.1	December 2019	Director Infrastructure & Environment
	Research and determine the dual naming of parks, reserves and places within City of Prospect.	2.1.1.1	August 2018	Director Community and Planning
	Explore the opportunity, community support levels and protocols required to dual name Prospect Oval and Main North Road and make a recommendation to Council to progress.	2.1.1.1	August 2019	Director Infrastructure & Environment



Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
2.4	Show recognition of Aboriginal and Torres Strait Islander connections to the local area	Provide significant references to the local Kaurna people as the traditional owners of the Adelaide Plains (Prospect Council Area) in public art and design elements as part of the architecture and fit-out design and development of the new Community Hub, Library and Innovation Centre (CLIC) / Civic Centre building; including interpretive signage to provide local recognition and respect.	2.1.1.1	July 2020 Director Infrastructure & Environment and Director Community & Planning
	Regularly feature positive news stories on local Aboriginal and Torres Strait Islander community events, residents and organisations in Council communications including the Prospect Magazine, Facebook etc.	1.1.2.2	July 2018, 2019 and 2020	Director Business and Innovation
	Strategic Deliverables and Measures incorporated within Council's authorised <i>Strategic Plan to 2020</i> ('People' & 'Place').	1.4.2.3	September 2020	Director Community and Planning
2.5	Integrate respect for Aboriginal and Torres Strait Islander peoples and cultures into Council's activities and community initiatives	Prospect Library to include stories by indigenous authors and about indigenous dreaming and other stories as part of Story Time and Rhyme Time programs for children.	1.3.3.2	December 2018 Manager Library Services
	Participate in Statewide Digital Literacy Programs	1.3.3.2	July 2018	Manager Library Services

Opportunities

City of Prospect supports developing and implementing actions under its sphere of influence that contributes towards employment and professional development for, and supplies and services from, Aboriginal and Torres Strait Islander peoples, wherever justified.





Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
3.1 Acknowledge and support Aboriginal and Torres Strait Islander employment, traineeships / scholarships and volunteer assistance within the organisation	Incorporate Aboriginal and Torres Strait Islander Employment into the review of Council's Recruitment Policy.	4.4.2.1	September 2018	Manager Governance & Administration
	Promote Aboriginal and Torres Strait Islander volunteering opportunities at Council including for NRW and NAIDOC Week activities.	1.1.1.2	December 2018	Manager Community Development
	Include RAP Themes of Relationships, Opportunities and Respect as part of any Review of Councils IWEYOU Values.	4.4.2.1	September 2018	Manager Governance & Administration
	Review and strengthen HR Policy (e.g. Recruitment) for Aboriginal and Torres Strait Islander employment by advertising Council staff vacancies with Aboriginal and Torres Strait Islander media / recruitment agencies and within our organisation, and ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace.	4.4.2.1	December 2018	Manager Governance & Administration
	Provide an in-house mentoring network for new Aboriginal and Torres Strait Islander employees.	4.4.2.1	December 2018	Manager Governance & Administration
	Submit a Budget Bid as part of the annual budget process that seeks Council funding for an Aboriginal and Torres Strait Islander traineeship position within Council's general staffing needs, and to support the City of Prospect RAP plan.	4.4.2.1	September 2020	Manager Governance & Administration
3.2 Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation	Identify barriers to Australian Aboriginal and Torres Strait Islander businesses to supply our organisation with goods and services as per Council's Procurement Policy, and seek to remove such barriers.	4.4.2.1	August 2019	Director Corporate Services
	Research Australian Aboriginal and Torres Strait Islander businesses that may be considered for the supply of goods and services as per Council's Procurement Policy.	4.4.2.1	February 2019	Director Corporate Services
	Investigate Supply Nation membership	4.4.2.1	October 2018	Director Corporate Services



Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
3.2 Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation	Support the involvement of at least one Aboriginal and/or Torres Strait Islander owned business as part of Network Prospect initiatives.	4.4.2.1	February 2019	Director Business and Innovation
3.3 Provide for Aboriginal and Torres Strait Islander peoples to participate in Council activities and services	Involve Kaurna traditional performers in major events (Tourrific Prospect, Prospect Spring Fair).	1.4.2.1	January 2018 & January 2019	Manager Arts and Events
	Subsidise hall hire for Aboriginal organisations/groups to enable them to run programs or events which celebrate and promote cultural diversity (eg CASM).	1.1.1.2	Per booking - a minimum one a year	Director Infrastructure & Environment
	Promote Council's community grants program to Aboriginal and Torres Strait Islander community members and organisations.	1.1.1.2	July 2018, 2019 and 2020	Manager Community Development
	Partner with and assist local Aboriginal and Torres Strait Islander artists by programming Aboriginal and Torres Strait Islander content into art festivals and Prospect Gallery Exhibitions.	1.4.1.1	August as part of annual program planning	Manager Arts and Events
	When possible, engage Aboriginal and Torres Strait Islander exhibition curators to oversee Prospect Gallery exhibitions and explore holding these exhibitions to coincide with days / weeks of significance.	1.4.1.1	Bi-Annually as part of the SALA Festival - 2019	Manager Arts and Events
	Ensure nominations for Council's Awards Program is open to and promoted to Aboriginal and Torres Strait Islander people.	1.3.4.1	November 2018	Manager Community Development

Tracking and progress

City of Prospect will monitor and update its actions to achieve continued improvements for Aboriginal and Torres Strait Islander peoples and our broader community.





Tracking and Progress

Action	Deliverable	Strategic Plan Alignment	Timeline	Responsibility
4.1 Build support for the RAP	Define and identify resource needs and provide budget for RAP development and implementation in advance of the annual budget process.	1.4.2.3	February 2019 & 2020	Director Community and Planning
	Ensure RAP deliverables are incorporated within Council's Annual Business Plans and Budget Bids.	1.4.2.3	July 2018, 2019 & 2020	Director Community and Planning
4.2 Report RAP achievements, challenges and learnings to Reconciliation Australia	Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.	1.4.2.3	September, 2018, 2019 & 2020	Manager Community Development
	Investigate participating in the RAP Barometer.	1.4.2.3	May 2019 & 2020	Director Community and Planning
4.3 Report RAP progress internally and externally	Report to Council on the delivery of RAP activities and outcomes through the Quarterly Reporting process.	1.4.2.3	Quarterly 2018, 2019 & 2020	Director Community and Planning
4.4 Review and Refresh RAP	Liaise with Reconciliation Australia to develop a new RAP (2020 - 2022) based on learnings, challenges and achievements.	1.4.2.3	July 2019	Director Community and Planning



Further enquiries or information:

Copies of this plan can be found on City of Prospect's website www.prospect.sa.gov.au. Further enquiries or requests for information are also welcome.

Phone: 8269 5355
Email: admin@prospect.sa.gov.au
Address: 126 Prospect Road
Prospect SA 5082
Postal address: PO Box 171
Prospect SA 5082



AGENDA ITEM NO.:**10.16****TO:**

Council on 28 July 2020

DIRECTOR:

Ginny Moon, Director Corporate Services

REPORT AUTHOR:

Megan Mackie, Governance Officer

SUBJECT:

Eastern Health Authority – Audit Committee Membership

1. EXECUTIVE SUMMARY

The purpose of this report is to seek Council's approval to appoint and confirm various member representatives to the Eastern Health Authority (EHA) Audit Committee, following a request from the subsidiary.

A vacancy has arisen on the EHA Audit Committee. Council is required to consider the nomination of a suitably qualified person to the Committee. *Local Government (Financial Management) Regulations 2011*, requires constituent Councils of a regional subsidiary, to determine that at least one Committee Member has financial experience relevant to the functions of the Committee.

A recommendation has been made by the Chief Executive Officer (CEO) of EHA following a recruitment and selection process.

Council has also been asked to formalise the appointment of two existing Committee members, to ensure appropriate due diligence has occurred, and for consistency across all positions.

2. RECOMMENDATION

- (1) Council having considered Item 10.16 Eastern Health Authority – Audit Committee Membership receive and note the report.**
- (2) Council determines that Ms Madeleine Vezis has financial experience relevant to the functions of the Eastern Health Authority Audit Committee, and approves her appointment as a Member of the Eastern Health Authority Audit Committee until 16 February 2022.**
- (3) Council approves the continuation of service for Councillor Peter Cornish (until 19 February 2021), and Ms Claudia Goldsmith (until 16 February 2022), as members of the Eastern Health Authority Audit Committee.**

3. DISCUSSION

The City of Prospect is one of five member Councils of the Eastern Health Authority (EHA). The other member Councils are the City of Campbelltown, the City of Norwood, Payneham and St. Peters, the Town of Walkerville, and the City of Burnside. There is an established Charter that specifies the roles and responsibilities of the Authority.

EHA is managed by a board of directors comprised of two representatives from each of the five member Councils. Each director has one full and equal voting right on the Board. The principal activity of the authority is to provide health services to Councils.

EHA is required to establish and maintain an Audit Committee under Clause 30 of Schedule 2 of the *Local Government Act 1999* (Act). The Committee's Terms of Reference provide that the Audit Committee shall comprise three members: two independent members and one EHA Board Member. Further to this, Section 17(3)(b) of the Local Government (Financial Management) Regulations 2011, requires constituent Councils of a regional subsidiary, to determine that at least one Committee Member has financial experience relevant to the functions of the Committee.

A vacancy has occurred for one of the independent member positions. EHA has subsequently finalised a recruitment process, and is presenting the preferred candidate for endorsement from all member councils.

The preferred candidate is Ms Madeleine Vezis who is a Certified Practicing Accountant, and Member of the Institute of Internal Auditors. Ms Vezis now runs her own consulting business. Commencing her career with the Auditor General's Department, Ms Vezis has also held senior roles at EY, BDO, and KPMG, who are all reputable Accounting firms. Ms Vezis undoubtedly has the financial qualifications and experience relevant to the functions of the Committee.

Separately, a review by EHA as part of this process, has indicated that approval from member councils had not previously been sought for the appointments of the two other members. Claudia Goldsmith and Councillor Peter Cornish were both appointed in reliance on Clause 7.4 (d) of EHA's Charter.

The EHA CEO has therefore written to Council requesting consideration of the existing appointments on the EHA Audit Committee.

The above recommendations will address this anomaly and ensure full compliance with legislation.

Council has two options:

- Approve the appointments as requested from EHA and in line with the Officer's Recommendation; or
- Elect to not appoint preferred members or support the continuation of existing members, resulting in the EHA having to reconsider their position and potentially seek external advice on a resolution.

Implications, Related Questions and Further Information

The funding contribution required from each Constituent Council is based on an estimated proportion of EHA's overall activities occurring within its respective area.

Member Councils contribute annually to EHA in proportion to their estimated usage of services. In 2019/20 the contribution from City of Prospect was \$230,650 and in 2020/21 it is \$218,656.

Relevance to Core Strategies / Policy

- *Local Government Act 1999*
- *EHA Charter and Audit Committee Terms of Reference*

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

- Strategy 1.3 Active living for every age, every stage

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

- Strategy 4.4 Accountable and people-focused services

ATTACHMENTS

Nil.

AGENDA ITEM NO.:**10.17****TO:**

Council on 28 July 2020

DIRECTOR:

Chris Hannaford, Director Business and Innovation

REPORT AUTHOR:

Daniel Adams, Manager Economic Development

SUBJECT:

Growth Corridor Report - Number 2

1. EXECUTIVE SUMMARY

This is the second Prospect Growth Corridor Report. This report is provided to council every 6 months (last report January 2020). The aim of the report is to determine current growth in the Urban Corridor Zone (UCZ), highlight issues affecting supply and demand in the local apartment market, and how City of Prospect can aim to achieve a 1% growth in rates in the commercial sector – which includes apartments. This equates to an additional \$210,000 in rates per annum.

The Prospect Growth Corridor report makes recommendations regarding adjustments to the future Economic Development Strategy and other Council initiatives to seek to achieve this target.

The previous report was produced by Colliers in association with Council. However, this report has been produced by staff using the methodology jointly establish with Colliers to analyse planning and building applications.

2. RECOMMENDATION

- (1) Council having considered Item 10.17 Growth Corridor Report - Number 2 receive and note the report.**
- (2) Council initiate discussions with the Urban Development Institute of Australia (UDIA) and the property sector to promote Stamp Duty reductions as a method to stimulate the construction.**
- (3) Council consider stimulating development along Main North Road through precinct improvements including additional tree planting in the medium in 2021/22.**

3. DISCUSSION

Three Growth Scenarios

To measure supply of apartments and commercial development City of Prospect developed a model of the local apartment construction market based on building completions and past and future planning approvals. The model also included estimated rate revenue by class of property and potential population projections per development scenario. The three growth scenarios are:

- Low Growth 80 apartments per annum
- Medium Growth 130 apartments per annum
- High Growth 180 apartments per annum.

The January Colliers 2020 Growth Corridor Report stated:

"Projected apartment numbers are currently tracking at 135 per annum over the next three years, which is just above the Medium Growth scenario. The High Growth Scenario (180 apartments) would achieve the 1% growth in rates target. To move to this scenario there would need to be an additional 45 apartments and commercial development of approximately 3,500 sqm per annum".

COVID 19 Impacts on the Property Market

While the Colliers Report in January was optimistic about growth, COVID-19 has undoubtedly had a major impact on the property market as stated by JLL:

"While the supply side has and will continue to weaken, the demand side is being impacted now due to fundamental changes including border closures (both domestically and international), sharp increases in unemployment and heightened buyer uncertainty. Therefore, protracted selling periods are to be expected for most projects being marketed 'off-the-plan' for at least the short-term."

-Troy Linnane Head of Residential Development JLL (June 2020).

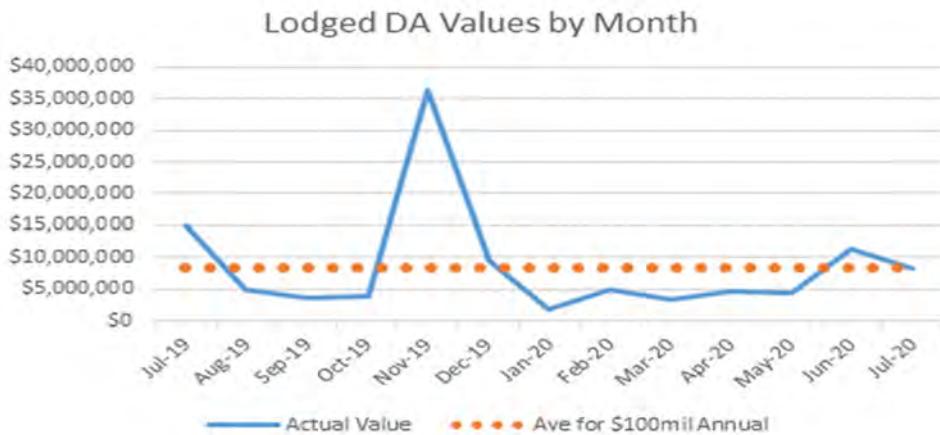
This sentiment is reinforced by Property Council Australia (PCA) SA Executive Director, Daniel Gannon (21 July 2020): *"It's going to take some time to return to pre-COVID confidence levels, but the current trajectory gives reason for cautious optimism,"*

Apartment projections for six months from January to June 30 2020 are covered in this report. In this six month period 37 new dwelling approval were received in the UCZ which is consistent with the Low Growth scenario. While new commercial development was limited to one 24 hour petrol station and shop on Main North Road. This slowdown in development can be attributed to business confidence during COVID linking directly to comments from JLL and the PCA above. Nevertheless, the pipeline of development and the desire of developers to build and people to buy in Prospect is strong.

This is reinforced by three positive results from analysis of property approvals, projected completions and apartment sales in Prospect:

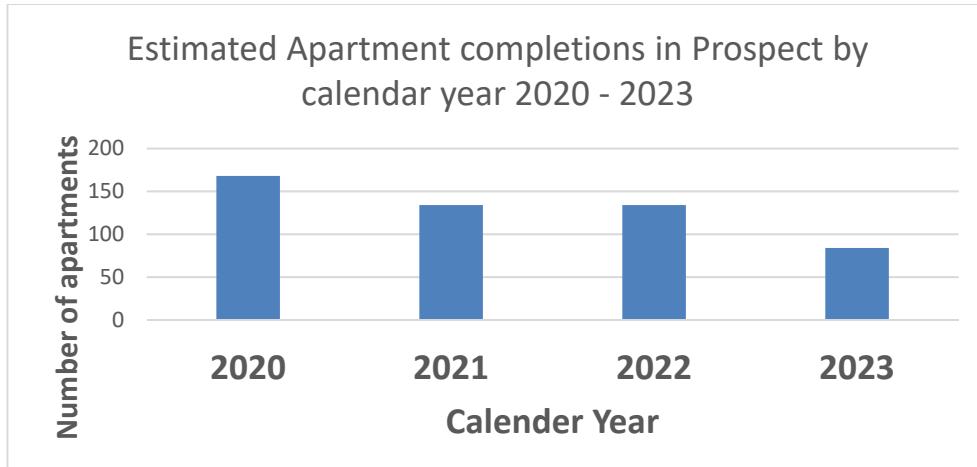
- Average monthly lodgement value for the entire financial year is above \$100 million. These lodgements are likely to impact on completions in 2023. It is also noted that there were higher than typical lodgements both before and after the lockdown period.

Figure 1. Lodged DA Values in Prospect by Month - 2019/20



- Completion rates of apartments in Prospect in 2020 is estimated to be 168 dwellings which is above our initial estimates. While the decline in 2023 in Figure 2 could be made up in the next six months of approvals. As such the COVID period could be a temporary development dip. In any case the four years of development projections below from 2020 – 2023 are consistent with the Medium Growth scenario. Note that apartment projections have been all discounted by 22% (as per Colliers methodology) to ensure that the numbers are conservative and take into account projects that may not go forward for a variety of reasons.

Figure 2. Estimated Apartment Completions by Calendar Year



- Prospect has one of the strongest apartment markets of all inner ring Councils, representing 24% of all sales. Figure 3 (CoreLogic data) shows the total apartment sales in the last 3 years around inner metro Adelaide. While Charles Sturt Council (including Bowden) represents 41% of the inner metro apartment market.

Figure 3. Inner Suburban Apartment Sales – Excluding Adelaide City.

These results suggest that the Prospect property market has strong momentum and is maintaining growth in the medium term. Nevertheless, it is still below the High Growth scenario.

Further development projections and outcomes will now be dependent on progress with battling COVID 19 and encouraging business confidence.

Broader Economic Conditions

The economic indicators are currently very mixed due to the uncertainty in the market, and investment tends to be conservative in the face of uncertainty. Since February, nationally employment has fallen by 663,800, over 400,000 people have left the job market, and due to Jobkeeper 230,000 people are employed but aren't getting a single shift. The Labour Underutilisation rate is approaching 20%. This will obviously will have a large effect on the amount of consumer demand in the market, and investors will see this. That said, "Homebuilder" is bringing forward purchases for off the plan homes from first homebuyers. The Property Council report 68% of developers believe that "Homebuilder" is having a positive effect on the market, and consumer confidence is quickly improving.

Opportunities exist to support the property development industry by helping to highlight the benefits of "Homebuilder" to first homeowners, and assist developers find potential long term commercial tenants to anchor mixed use developments. As such City of Prospect's website is being enhanced to reflect new opportunities for development.

Additional Effort in the Apartment Market

To maintain development and help address the uncertainty in the market, investment attraction initiatives and events will be enhanced. These initiatives focus on both the

apartment and the commercial sectors. Many of these initiatives are widely used in economic development and were foreshadowed in the Colliers report or the draft Economic Development Strategy 2020-2025. Three programs to foster growth in the apartment sector are:

1. Strategic Sites Program

In April 2020, Council adopted the guidelines for the Strategic Sites Program. In order to maintain supply of sites (particularly in the current COVID environment), the Council has developed the Program, which involves:

- identifying sites within the Council's Urban Corridor Zone (UCZ);
- working with the relevant property owners to compile a booklet of strategic sites within the UCZ (online Strategic Sites Booklet); and
- Sharing the Strategic Sites Booklet with developers interested in undertaking development within the UCZ.

Letters are to be sent out to property owners to seek their participation in the program.

2. Prospect Property Network

The group was established through a networking event held on the 5 September 2019 and attended by 70 local property agents. The last event was held on 26 February 2020 in Payinthi to launch the *Bloom 132* Prospect presale marketing program. On the same night the Defence Team Centre held a Business Development After 5 event in the Town Hall. This was attended by 108 people. This meeting tested the ground for a shift of Defence companies to Prospect and was well received by the attendees. Those who expressed an interest in Prospect were followed up. This was the last major event held before the COVID-19 lockdown.

The next Prospect Property Network is earmarked for Quarter 2, 2020.

3. Stamp Duty Reduction

An additional incentive to boost the local property market would be a reduction in Stamp Duty for a short period as a part of a State Government Stimulus package. The Urban Development Institute of Australia (UDIA) is seeking to promote such a Stamp Duty reduction.

In an effort to stimulate the economy the UDIA has proposed to remove Stamp Duty on all new residential owner occupiers for off the plan housing construction. This would benefit the apartment sector and first home buyers in Prospect.

Stamp Duty is widely seen as an inefficient transactional tax and as such has many negative impacts including:

- Discouraging empty nesters from down sizing
- Locking up family homes near schools and amenities
- Reducing job mobility for people moving between regional and urban areas
- Increasing the cost for first home buyers.

To encourage further apartment development it is proposed to reduce Stamp Duty on Off the Plan Apartments. The UDIA has suggested that the Stamp Duty concession is applied to apartments valued under \$460,000.

The introduction of this stimulus into the property market would be useful to promote apartment development in Prospect and SA just at a time when a major stimulus is required.

Additional Effort in the Commercial Sector

To achieve on average 3,000 sqm of mixed commercial space per annum (as required by our growth target) Council will need to put greater effort into the commercial sector. The decision by Kaufland to undertake an "orderly withdrawal" from its Churchill Road site while disappointing will provide a wide range of commercial and residential development options.

Commercial development be it a mix of office, show rooms, high end retail, restaurants or supermarkets take time and is dependent on getting the right tenant. The two priorities in the commercial sector at the moment are: 1. To secure a replacement for Kaufland (commercial or residential); and 2. To ensure that office vacancies on Prospect Road are kept low with a focus on assisting to let the top floor of the cinema space. It is understood the SA Government has expressed an interest in the Kaufland site for a mixed housing development, while discussions with Maras Group are ongoing. In addition, we are focusing on reducing vacancy rates on our main roads with our *Rediscover Prospect Road* campaign and a Commercial Opportunities (vacancies) online booklet.

Four key initiatives that are being developed in the commercial sector are:

1. **Hub and Spoke Program**– Innovation Precinct linking to Lot Fourteen, \$610,000 sought from State Government
2. **French Quarter** - plan to engage French Defence Companies, Businesses and French families
3. **Smart City** - marketing of Prospect's unique Intelligent Community Forum status and engagement with our community on Smart City initiatives
4. **Main North Road** - upgrade to encourage more mixed use developments as per Figure 4.

Figure 4. Main North Road – Tree Planning in Medium Strip - Kintore to Willcox



Implications, Related Questions and Further Information

Further projects will be brought to Council to respond to changing economic conditions. One project that will require additional consideration is an upgrade to Main North Road. Development on Churchill and Prospect and Roads have both benefited from excellent masterplans and main road revitalisations. The Tree Planting on Main North Road was undertaken last financial year as per figure 4. It is one element of a much more detailed precinct enhancement program that could be developed for the 2021/22 financial year to encourage further growth.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 3 – Prosperity “More jobs, more investment, more activity, more vibrancy”

Strategy 3.1 A stronger local economy

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1 Excellence in Infrastructure

Intelligent Community Indicators

5. Sustainability: Economic growth while reducing the environmental impact of that growth

ATTACHMENTS

Nil.

AGENDA ITEM NO.: **10.18**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director of Corporate Services

REPORT AUTHOR: Meg Mackie, Governance Officer

SUBJECT: Strategic Planning and Development Policies Committee Membership

1. EXECUTIVE SUMMARY

A vacancy has arisen in the Strategic Planning and Development Policies Committee (SPDPC). The purpose of this report is to invite nominations for a Council Member for the vacant position.

The SPDPC is made up of five appointments: the Mayor and four Council Members.

The current membership is made up of Mayor David O'Loughlin, Cr Thuy Nguyen, Cr Kristina Barnett, Cr Alison De Backer, and Cr Mark Groote.

Cr Mark Groote has recently tendered his resignation from the SPDPC with him to conclude his term on 31 July 2020.

The newly appointed member shall hold membership for the term of the current Council, commencing 1 August 2020, and ending October 2022.

Nominations for Council Member representatives on the SPDPC will be called for, and a vote held if required, in accordance with the voting policy in Council's Code of Practice - Meeting Procedures.

2. RECOMMENDATION

- (1) **Council having considered Item 10.18 Strategic Planning and Development Policies Committee Membership, receive and note the report.**
 - (2) **Councillor _____ be appointed to the Strategic Planning and Development Policies Committee for the remainder of Council's term, starting 1 August 2020, and ending October 2022.**
-

3. DISCUSSION

The *Development Act 1993* Section 101A, requires Council to establish a Strategic Planning and Development Policies Committee (SPDPC), and it is to be constituted as a Section 41 (*Local Government Act 1999*) Committee.

The purpose of the SPDPC is to provide assistance and advice to Council in relation to preparing Development Plan Amendment (DPA) proposals, and in the future, Code Amendments, and to act as a source of advice to the Council and Chief Executive Officer (CEO).

Role and Responsibilities

A full outline of the committee functions may be found within the Terms of Reference ('the Terms') as provided in Attachments 1-2. Key focus areas are as follows:

- to provide advice to Council, in relation to the extent to which the Council's strategic planning and development policies accord with the State Planning Strategy;
- to assist Council in undertaking strategic planning and monitoring;
- to provide advice to Council (or to act as its delegate) in relation to strategic planning and development policy issues; and
- other functions (other than functions relating to development assessment or compliance) assigned to the committee by Council.

Membership

In accordance with Clause 4 of the Terms, the committee comprises five appointments of the Council (one being the Mayor). The Mayor is the Chairperson of the Committee.

Successful appointments hold membership for the term of Council. At least one member of the Committee is to be a woman, and at least one member is to be a man.

The person elected to fill the vacancy will carry out the remainder of the term, starting 1 August 2020, and ending October 2022.

The SPDPC meets as required, and as a minimum, once annually.

Recently Cr Groote has resigned from the Committee and a vacancy is looking to be filled through the recommendation of this report.

Relevance to Core Strategies / Policy

- *Local Government Act 1999* Section 41 and 126.
- *Development Act 1993* Section 101A.
- City of Prospect Code of Practice – Meeting Procedures

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

- Strategy 4.4 Accountable and people-focused services

ATTACHMENTS

Attachments 1-2: Strategic Planning and Development Policies Committee – Terms of Reference



Strategic Planning & Development Policies Committee Terms of Reference

1. Objective

- 1.1. The objective of the Strategic Planning & Development Policies Committee (the Committee) is to provide assistance and advice to Council in relation to preparing Development Plan Amendment (DPA) proposals, and to act as a source of advice to the Council and Chief Executive Officer (CEO). The Terms of Reference are to be read in conjunction with Section 101A of the *Development Act 1993*.

2. Authority

- 2.1. The Committee is appointed by Council as a Section 41 Committee and has the authority to require any information it sees as relevant to its activities from any Elected Member, executive, staff member, volunteer, contractor or consultant, each of whom are required to respond to such enquiries.

3. Responsibilities of the Committee

- 3.1. The responsibilities of the Committee are as set out in Section 101A of the Development Act listed below and any additional responsibilities identified by Council.
 - 3.1.1. to provide advice to council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy; and
 - 3.1.2. to assist council in undertaking strategic planning and monitoring directed at achieving:
 - (i) orderly and efficient development within the area of the council; and
 - (ii) high levels of integration of transport and land-use planning; and
 - (iii) relevant targets set out in the Planning Strategy within the area of the council; and
 - (iv) the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
 - (v) other outcomes of a prescribed kind (if any); and
 - 3.1.3. to provide advice to the council (or to act as its delegate) in relation to strategic planning and development policy issues when the council is preparing—
 - (i) a Strategic Directions Report; or
 - (ii) a Development Plan Amendment proposal; and
 - 3.1.4. other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.

4. Membership

- 4.1. The Committee will comprise the Mayor and four Elected Members At least one member of the Committee is to be a woman and at least one member is to be a man. The Mayor will be Chair of the Committee.
- 4.2. Only members of the committee are entitled to vote in committee meetings. Unless otherwise required by the Act, each member must vote on every matter that is before the committee for decision.
- 4.3. Executives and senior managers as relevant shall attend Committee meetings as observers and be responsible for preparing papers for the Committee.
- 4.4. Each Elected Member appointment to the Committee shall be for the term of Council.
- 4.5. In considering appointments to the Committee it is highly desirable that Committee members possess the following experience/qualities between them:
 - strategic planning
 - planning & development
 - inquisitiveness
 - knowledge of Council business and/or public sector administration
 - urban design and architecture – including heritage architecture & landscape architecture
 - risk management and governance
 - social planning, social inclusion and community welfare
 - traffic engineering
 - environmental planning and associated law
 - environmental sustainability
 - asset management
 - economic development.
 - any other relevant experience that would benefit the Committee's operations

- 4.6. Committee members are to declare any interests in accordance with the declaration of interest clauses within the Local Government Act 1999.

5. Quorum

- 5.1. A quorum for the Committee consists of at least 50% of the number of committee members (ignoring any fraction) plus one. Meetings are to be rescheduled if there is no quorum.

6. Secretarial and Meeting Procedure

- 6.1. Secretarial services will be provided by Council.
- 6.2. Meetings shall be held in accordance with meeting and confidentiality provisions of the Local Government Act 1999 and City of Prospect Code of Practice- Meeting Procedures.

7. Meetings

- 7.1. The Committee will meet as required, and once a year as a minimum.
- 7.2. The Chairperson is to call a Committee meeting if requested by any Committee Member or directed by Council.

AGENDA ITEM NO.: **12.1**

TO: Council on 28 July 2020

FROM: Mayor David O'Loughlin

REPORT AUTHOR: Cicelia Holliday, Executive Assistant to Mayor

SUBJECT: Mayoral Monthly Activity Report

This report covers the period from 23 June 2020 – 27 July 2020.

In brief, the Mayoral activities have included the following:

1. Activities

- Attended and presented at the inaugural Prospect Innovation Awards.
- Attended the ERA Mayors' Breakfast at Luigi's Restaurant.
- Attended the Copper Coast Council tour.
- Attended the Combined SAROC & LGA Board of Directors dinner.
- Participated in Radio Italiana information session on local government.

2. Meetings: face to face, by teleconference or video conference

- Held regular meetings with CEO and Executive Assistant.
- Attended Vine Plaza project meeting.
- Attended the Council Agenda Review Meeting and Council Meeting.
- Attended the LGA Procurement June Board Meeting.
- Hosted the ERA Mayors & CEOs Group meeting.
- Meeting with CEO and Mayor of Port Adelaide Enfield Council and Prospect CEO.
- Held a briefing with LGA staff members prior to the Planning Ministers Liaison Group meeting.
- Attended the Greater Adelaide Region Organisations of Councils (GAROC) Committee Meeting.
- Attended Councillor Information and Workshop Sessions.
- Hosted a Special ERA Mayors & CEOs Group Meeting regarding LG Act Amendments.
- Interview with Leigh McLuskey regarding council's Covid-19 assistance package.
- Attended Media (News Corp) meetings with Celeste Villani/Mayor O'Loughlin/Nigel McBride by video conference.
- Attended the Audit Committee Meeting.
- Attended the Planning Minister's Liaison Group Meeting.
- Attended the LGA Board of Directors Meeting.

3. Other

- Media Enquiries.

- Various Phone Calls, Emails, Letters, Video promotions etc.
- Correspondence and Meetings with Constituents and Councillors.

4. President of ALGA Activities and Meetings

I have attended to a range of correspondence, emails, telephone enquiries, media interviews and face to face meetings. Below are other commitments during this period:

- Weekly President's column.
- Chaired the ALGA Board Forum.
- Pre-Brief for Australia Together Summit.
- Attended Planning Ministers Forum.
- Attended Australia Together National Community Recovery Summit Webinar.
- Attended the Joint Council on Closing the Gap.
- Presented at the "In Conversation with ALGA" – Growth Areas Alliance Planning Regulations Webinar.
- Attended the Transport and Infrastructure Council meeting.
- Attended the Planning Ministers meeting.
- Attended the Australia and New Zealand Ministerial Forum on Food Regulation meeting.
- Attended the NGA Motions – ALGA Board Meeting.
- Attended the Planning Ministers Forum.

I would be grateful if a Council Member would move this report.

David O'Loughlin
Mayor

AGENDA ITEM NO.: 12.2

TO: Council on 28 July 2020

DIRECTOR: Simon Bradley, Director Infrastructure & Environment

REPORT AUTHOR: Jasmyn Page, Executive Assistant – CEO

SUBJECT: Eastern Waste Management Authority Board Meeting Minutes

1. EXECUTIVE SUMMARY

The purpose of this report is to present the Ordinary Eastern Waste Management Authority Board Meeting held on Thursday 25 June 2020.

2. RECOMMENDATION

(1) Council having considered Item 12.2 Eastern Waste Management Authority Board Meeting Minutes receive and note the minutes of the Ordinary Board Meeting of the Eastern Waste Management Authority held on Thursday 25 June 2020 as presented in Attachment 1-6.

3. DISCUSSION

The Eastern Waste Management Authority held an Ordinary board meeting on Thursday 25 June 2020. The key foci of the meeting included the following matters:

- External Auditor Interim Report
- Financial Report – Year to Date (April 2020)
- 2020/21 Annual Business Plan & Budget
- Review of East Waste Policies
- Annual Plan Progress Report
- Draft East Waste Strategic Plan 2030 & 2019 Waste Audit
- Confidential Item – Annual Review of Confidential Orders
- Confidential Item - KESAB Contract
- Confidential Item – Hard Waste Contract Offer
- Confidential Item - General Manager 6 Month Progress Report of Key Performance goals, measures and targets
- Statuses Amendments (Local Government Review) Bill 2020 Overview

Financial and Resource Implications

East Waste is a non-profit local government subsidiary, currently consisting of seven Member Councils. At present these include: City of Prospect, Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Mitcham, City of Norwood, Payneham and St Peters and the Corporation of the Town of Walkerville.

The Authority is administered by a Board in accordance with the requirement of the Local Government Act, the Authority's Charter, and various policies and codes.

Relevance to Core Strategies / Policy

- *Local Government Act, 1999*
- Eastern Waste Management Authority Charter

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.3 Responsible Waste Management

ATTACHMENTS

Attachments 1-6: Minutes of the Ordinary Eastern Waste Management Authority Board Meeting 25/06/2020

EastWaste

MINUTES OF THE ORDINARY BOARD MEETING OF THE EASTERN WASTE MANAGEMENT AUTHORITY

Held on Thursday 25 June 2020 at 5:30pm, at the Mayor's Parlour, City of Norwood,
Payneham & St Peters, 175 The Parade, Norwood

1. PRESENT

Directors:

Mr F Bell	Independent Chairperson
Mr P Di Iulio	Campbelltown City Council (Via Zoom)
Cr J Carbone	City of Burnside
Mayor H Holmes-Ross	City of Mitcham
Mr M Barone	City of Norwood, Payneham & St Peters
Mr S Bradley	City of Prospect
Cr L Green	Adelaide Hills Council
Cr R Ashby	Corporation of the Town of Walkerville

In Attendance:

Mr R Gregory	General Manager
Mr S Raymond	Manager, Corporate Services
Ms K Vandermoer	Finance & Executive Administration Officer
Mr J Jovicevic	Dean Newbery & Partners
Mr D Papa	Bentleys (Auditor)

2. APOLOGIES

Nil

3. CONFLICTS OF INTEREST

Mr Gregory expressed a perceived conflict of interest in item 8.2 given his role as KESAB Board member.

Mr Gregory expressed a perceived conflict of interest in item 8.3 given his role as General Manager at East Waste.

4. CONFIRMATION OF THE MINUTES

Moved Cr Green that the Minutes of the Eastern Waste Management Authority Ordinary Board Meeting held on Thursday 30 April 2020, be received confirmed, and adopted.

Seconded Mayor Holmes Ross Carried

Moved Cr Ashby the Minutes of the Eastern Waste Management Authority Audit and Risk Management Committee Meeting held on Wednesday 17 June 2020, be received, confirmed and adopted.

Seconded Mr Bradley Carried

Moved Mayor Holmes-Ross that the Minutes of the General Manager Performance Review Committee Meeting held on Thursday 4 June 2020, be received, confirmed and adopted.
Seconded Mr Bradley Carried

5. MATTERS ARISING FROM THE MINUTES

Nil

6. QUESTIONS WITHOUT NOTICE

Nil

7. REPORTS

7.1 EXTERNAL AUDITOR INTERIM REPORT

RECOMMENDATION

Moved Cr Green that the Board note and receive the report.
Seconded Cr Carbone Carried

Mr Papa left the meeting at 5:43pm.

Mr Barone entered the meeting at 5:43pm.

7.2 FINANCIAL REPORT – YEAR TO DATE (April 2020)

RECOMMENDATION

Moved Mr Bradley the Board receive and note the Financial Report – Year to Date (April 2020).
Seconded Cr Ashby Carried

7.3 2020/21 ANNUAL BUSINESS PLAN & BUDGET

RECOMMENDATION 1

Moved Mr Bradley that the Board endorses the 2020/21 Annual Business Plan and revised Budget as presented in Attachment A, noting that an increase to the Education budget is to be considered through the quarterly budget review process.

Seconded Cr Carbone Carried

Moved Cr Green that the Board instructs the General Manager to write to all Member Councils advising of the endorsed Annual Plan and reduction in Common Fleet Collection charges.
Seconded Mayor Holmes-Ross Carried

Moved Mr Bradley that the Board reinforces the value of the East Waste education campaign as a driver of community awareness and supports its continuation through the upcoming financial year.

Seconded Cr Green Carried

7.4 REVIEW OF EAST WASTE POLICIES

RECOMMENDATION

Moved Cr Green That the Board endorse:

1. The *East Waste Instrument of Sub-delegations* as presented in Attachment A.
2. The *East Waste Procurement Policy* as presented in Attachment B, subject to additional clarification wording being placed at the bottom of the table under clause 7.1 .
3. The *East Waste Sale and Disposal of Assets Policy* as presented in Attachment C.

Seconded Cr Carbone

Carried

7.5 ANNUAL PLAN PROGRESS REPORT

Moved Mr Bradley that the Board receive and note the report.

Seconded Cr Ashby

Carried

7.6 DRAFT EAST WASTE STRATEGIC PLAN 2030 & 2019 WASTE AUDIT

Moved Cr Green that the Board:

1. Notes the *draft East Waste Strategic Plan 2020-30* and its distribution.
2. Notes the *2019 East Waste Kerbside Audit* results.

Seconded Mayor Holmes-Ross

Carried

8. CONFIDENTIAL REPORTS

8.1 ANNUAL REVIEW OF CONFIDENTIAL ORDERS

RECOMMENDATION 1

Moved Mr Bradley that the East Waste Board recommend:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

(b) information the disclosure of which –

- (i) could reasonably be expected to confer a commercial advantage on a person with whom East Waste is conducting, or proposing to conduct, business, or to prejudice the commercial position of East Waste; and
- (ii) would, on balance, be contrary to the public interest;

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/ consideration of the information confidential.

Seconded Cr Carbone

Carried

RECOMMENDATION 3

Moved Mr Bradley that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that Attachment A to the Report, and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Cr Carbone

Carried

Mr Gregory left the meeting at 6:15pm.

8.2 KESAB CONTRACT

RECOMMENDATION 1

Moved Cr Green that pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works;

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 3

Moved Mr Barone that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the report, attachment(s) and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Cr Ashby

Carried

Mr Gregory returned to the meeting at 6:26pm.

Item 8.4 was brought forward for discussion.

8.4 HARD WASTE CONTRACT OFFER

RECOMMENDATION 1

Moved Cr Green that pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present,

be excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

(k) tenders for the supply of goods, the provision of services or the carrying out of works;

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 5

Moved Mr Bradley Under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the report, attachment(s), discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Cr Green

Carried

Cr Green left meeting at 6:42pm.

Cr Green returned to the meeting at 6:43pm.

Mr Gregory left the meeting at 6:43pm.

Mr Raymond left the meeting at 6:43pm.

Ms Vandermoer left the meeting at 6:43pm.

8.3 GENERAL MANAGER SIX MONTH PROGRESS REPORT OF KEY PERFORMANCE GOALS, MEASURES AND TARGETS

RECOMMENDATION 1

Moved Mr Bradley That the East Waste Board recommend:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 3

Moved Mr Bradley that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the attachment(s) and discussion only be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.
Seconded Mayor Holmes-Ross

Carried

Mr Gregory Returned to the meeting at 6:50pm.

Mr Raymond returned to the meeting at 6:50pm.

Ms Vandermoer returned to the meeting at 6:50pm.

9. OTHER BUSINESS**9.1 STATUSES AMENDMENT (Local Government Review) BILL 2020 OVERVIEW****RECOMMENDATION**

Moved Mr Bradley that the Board note and receive the advice provided in Attachment A.
Seconded Mayor Holmes-Ross

Carried

Mr Gregory conducted a presentation regarding the strategic direction of East Waste, and Mr Bell acknowledged Adelaide Hills Council for being awarded top mobile phone recycler in South Australia for 2020.

10. NEXT MEETING OF THE BOARD

The next ordinary Board Meeting is scheduled to be held on Thursday 24 September 2020, at 5:30pm, at the City of Norwood, Payneham & St Peters.

11. CLOSURE OF MEETING

There being no further business the meeting closed at 7:16pm.

DATE: _____

CHAIRPERSON: _____

AGENDA ITEM NO.: **12.3**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Cicelia Holliday, Executive Assistant to Mayor and Director Corporate Services

SUBJECT: Audit Committee Meeting Minutes 13/07/2020

Please note: the full Agenda of this Audit Committee meeting is available on the website via the link below.

Audit Committee Meeting Agenda 13/07/2020

1. RECOMMENDATION

- (1) Council having considered Item 12.3 Audit Committee Meeting Minutes 13/07/2020, receive and note the Minutes of the Audit Committee Meeting held on Monday, 13 July 2020 as provided in Attachments 1-3.

ATTACHMENTS

Attachments 1-3: Audit Committee Minutes 13/07/2020

Subject to Confirmation

Minutes of the meeting of the Audit Committee held in the Irish Harp Meeting Room on Monday, 13 July 2020 at 6:00pm

Present:

Chairperson: C Garrett
Committee: D O'Loughlin, P Fairlie-Jones, S Rypp, P Scargill

Staff in attendance:

Director Corporate Services:	G Moon
Manager Financial Services:	C Birch
Manager Risk & WHS:	V DiMaria
Director Infrastructure & Environment	S Bradley
Minute Secretary:	C Holliday

Item 1: On Leave

Nil.

Item 2: Apologies

N McBride – Chief Executive Officer.

Item 3: Confirmation of Minutes

P Scargill moved P Fairlie-Jones seconded

- (1) The Minutes of the Audit Committee Meeting held on Monday 27 April 2020, as circulated, be taken as read and taken as a true record.

Carried AC13/2020

Item 4: Chairpersons Report

Nil.

Item 5: Questions with Notice

Nil.

Item 6: Reports for Decision

Nil.

Subject to Confirmation

Item 7: Reports for Information

Item 7.1: Asset Management Plan Progress Report

P Fairlie-Jones moved P Scargill seconded

- (1) That the Audit Committee having considered Item 7.1 Asset Management Plan Progress Report receive and note the report.

Carried AC14/2020

Item 7.2: Annual Business Plan 2020-2021 Risk Analysis

P Scargill moved P Fairlie-Jones seconded

- (1) The Audit Committee having considered Item 7.2 Annual Business Plan 2020-2021, receives and notes the report.

Carried AC15/2020

Item 7.3: Third Budget Review (2019/20)

S Rypp moved P Scargill seconded

- (1) The Audit Committee having considered Item 7.3 Third Budget Review 2019-2020, as being carried out in accordance with the Budget.

Carried AC16/2020

Item 7.4: Procurement Dispensation Register (data to the previous end of month) – including >\$100k

P Fairlie-Jones moved S Rypp seconded

- (1) The Audit Committee having considered Item 7.4 Dispensation Register 1 April to 30 June 2020, receives and notes the report.
- (2) That the Audit Committee requests that additional information is provided which states the reason for non-compliance against the procurement policy and protocols.

Carried AC17/2020

Item 7.5: Risk WHS & Audit Work Plan

P Scargill moved D O'Loughlin seconded

- (1) That the Audit Committee having considered Item 7.5 Risk, WHS, and Audit Work Plan Report, receives and notes the report.

Carried AC18/2020

Subject to Confirmation

Item 7.6: External Risk/WHS Evaluation Report

P Scargill moved P Fairlie-Jones seconded

- (1) The Audit Committee having considered Item 7.6 2019 External Risk and WHS Evaluation Report, receives and notes the report.

Carried AC19/2020

Item 7.7: Business Continuity and Pandemic Action Plans – COVID-19

S Ryppe moved P Fairlie-Jones seconded

- (1) The Audit Committee, having considered Item 7.7 Business Continuity and Pandemic Action Plans – COVID-19, receives and notes the report.

Carried AC20/2020

Item 7.8: Internal Audit Function – Renewed Plan 2020-2022

D O'Loughlin moved P Fairlie-Jones seconded

- (1) The Audit Committee having considered Item 7.8 Internal Audit Function – Renewed Plan 2020-2022 receives, and notes the report.
- (2) The Audit Committee notes the Internal Audit function will be renewed, with a new Plan to be developed, following the appointment of an external provider, for commencement in the 2020/2021 financial period.
- (3) The Audit Committee recommended that Cyber Security Risks be included, such as terminating staff.

Carried AC21/2020

Item 8: Confidential Items

Nil.

Item 9: Meeting Closure

The meeting closed at 7.06pm.

.....
Corrine Garrett
Chairperson

AGENDA ITEM NO.: **12.4**

TO: Council on 28 July 2020

DIRECTOR: Simon Bradley, Director Infrastructure and Environment

REPORT AUTHOR: Simon Bradley, Director Infrastructure and Environment

SUBJECT: LED Street Lighting Proposal

1. EXECUTIVE SUMMARY

Street lighting is important for pedestrians, motorists, cyclists and general public safety. Street lighting improves community safety at night by illuminating roads and footpaths and, makes it easier for people to drive, cycle or walk along streets at night.

South Australian Councils have been actively advocating for the opportunity to transition to improved, efficient street lighting, however, until recently this opportunity has not been available. In June 2016 SA Power Networks (SAPN) released new Light Emitting Diode (LED) Street Light Tariffs for the first time which included three different options for transition.

Upgrading all public street lighting to LED lighting will save ratepayers' money, help protect the environment and improve visibility on roads and footpaths.

Council Administration sought to find an alternative lighting solution to reduce lighting costs, improve service levels and improve environmental outcomes.

As the project to upgrade all lighting to LED is not currently in the long term financial plan (LTFP), Council will require loan borrowings and an increase to future rate increases in order to fund this project.

This report is for noting only at this stage as all proposed works are identified to commence in the 2021/22 financial year. Further investigation will be provided at a later date to better inform Councillors of the opportunities and risks associated with this project.

2. RECOMMENDATION

(1) Council having considered Item 12.4 LED Street Lighting Proposal receive and note the report.

3. DISCUSSION

Council's are responsible for all street lighting on local roads and share responsibility for lighting on the main road network (arterial roads) with Department of Planning, Transport & Infrastructure (DPTI).

Street lighting is important for pedestrian, vehicle and general public safety. Street lighting improves community safety at night by illuminating roads and footpaths. Street lighting makes it easier for people to drive or walk along streets at night. Street lighting is not designed to identify private property locations or provide security lighting. Street lighting is designed to light our streets and pedestrian walkways only and provide a level of security to these areas.

Most street lighting infrastructure in South Australia is owned and operated by SA Power Networks as a service to Councils and the State Government which both have responsibility for the provision of street lighting. The City of Prospect pays for the electricity used by public street lights (payment made to an energy retailer separately) and the operation and maintenance of street light infrastructure (payment made to SA Power Networks via lighting tariffs).

South Australian Councils have been actively advocating for the opportunity to transition to more sustainable street lighting over many years, however until recently this opportunity has not been available. In June 2016 SA Power Networks (SAPN) released new Light Emitting Diode (LED) Street Light Tariffs for the first time which included three different options for transition.

While the new LED Tariffs were a significant milestone the necessary contractual arrangements were not drafted until late 2016 with negotiations between Councils and SAPN concluding in February 2018. Since then more than 80,000 LED street lights have been installed by Councils across the State.

The key drivers for SAPN to introduce LED street light tariffs included:

- Maintenance and management efficiencies associated with LED lighting technology
- New technology options (such as smart lighting and smart city sensors)
- The diminishing availability and quality of High Intensity Discharge (HID) sodium and mercury vapour lamps
- Federal Government commitments to reduce the importation of mercury containing products (the Minamata Convention)

The City of Prospect has approximately 2,376 street lighting assets across the city that vary in ownership and operation/maintenance arrangements. Approximately 1,267 lights service Council owned 'pedestrian category' roads and are operated by SAPN under various tariffs with the remaining lights under Council controlled contracted maintenance services or via the Department of Planning, Transport & Infrastructure (DPTI).

The key driver for Councils to change to LED lighting is related to increased energy efficiency and decreased costs. New LED street lights will reduce energy consumption by up to 82% compared to existing 80-watt Mercury Vapour lamps and are 72% more efficient than 50-watt Sodium lamps. Greenhouse gas emissions are also significantly reduced associated with the reduction in energy consumption.

There are several other primary drivers for Council to invest in upgrading lighting to LED technology, including:

- Energy and Greenhouse Gas savings are significant (as described above)
- Maintenance costs (and SAPN Tariffs) are reduced
- Improved lighting on streets, footpaths, parks and reserves
- Decreased light spill and general light pollution due to enhanced luminaire optics
- Road and footpath safety improvements, and
- The ability to integrate smart lighting technologies (new LED luminaires are smart city ready) that will enable dimming/shaping to save energy and provide a nuanced community service as well as deliver enhanced asset management efficiencies.

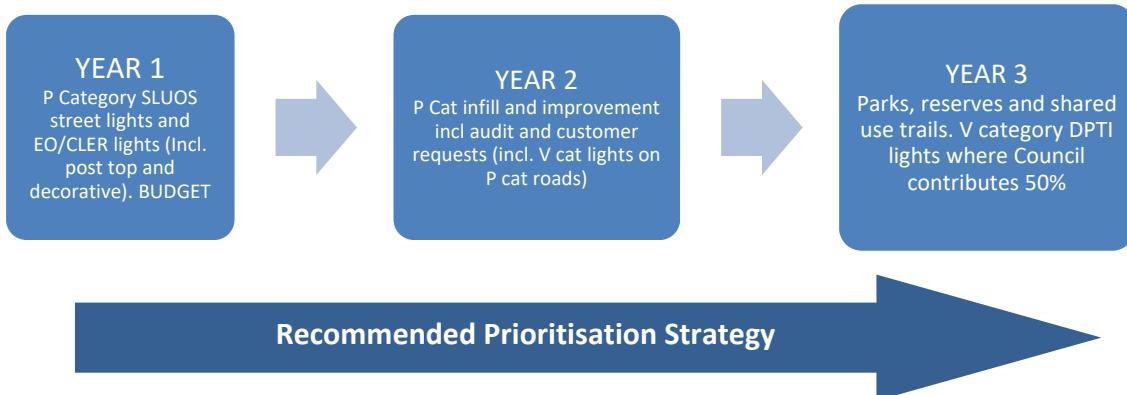
Street lighting is the single largest source of greenhouse gas emissions from Councils, typically accounting for 30 to 60 per cent of their greenhouse gas emissions.

Street lighting is also the largest source of greenhouse gas emissions by local government in Australia and this project will see carbon emissions reduced by more than 145 tonnes of greenhouse gases a year.

Council Administration sought to find an alternative lighting solution to reduce lighting costs, improve service levels and improve environmental outcomes. 'Gray Consulting' was engaged to prepare a business case for replacing Council's streetlights with new LED technology (refer [Attachment 1-7](#)).

Which Lights When?

When considering investing in the upgrade of lighting to more energy efficient and reliable LED technology it is recommended that Council prioritizes those lights that provide the greatest efficiency gains and ease of transition at the lowest price. All light assets within the various Council lighting categories should be prioritised and transitioned over time to LED, gradually working towards those lighting categories where the cost/benefit ratio is less or the changeover process more complex. This recommended process is summarised below:



Business Case for Transition

At a Councillor Workshop on 4 June 2019 'Gray Consulting' presented the findings of the business case for the city-wide transition to LED street lighting.

At a Councillor Workshop on 6 August 2019 representatives of SAPN presented to Council its recent progress in public lighting reforms as part of SAPN's engagement program in the lead up to new regulatory arrangements that will see the Australian Energy Regulator determine SAPN Street Light Tariff pricing.

As part of this presentation SAPN included all energy retailer regulatory and environmental charges (linked to consumption of kWh) in its analysis and as such has calculated the energy cost savings to be almost double that provided in the business case.

While this is not incorrect in its methodology, those elements of the energy retail bill are variable in nature and at the discretion of regulatory and legislative change and as such were not included in the original business case comparative analysis.

The SAPN analysis also only presents a 'snapshot' in time, being the immediate difference between the existing P category lighting network and one that is upgraded to LED street lighting. This analysis does not consider the process for preparation and delivery of a bulk LED transition or the longer-term cost/benefit implications.

To undertake a bulk LED replacement program for Pedestrian 'P' Category roads Council has various options to consider - including differences in up front capital requirement, risk/reward and long-term financial benefits.

The business case summary clearly identifies the PLC SAPN Tariff as the most cost-effective Tariff for Council to utilise. This Tariff involves Council funding the upfront supply and installation costs, while SAPN provides ongoing maintenance. The Tariff is lower due to the ability for Council to access low LGFA finance (much lower than what SAPN charge) and for Council to procure lower cost luminaires via select tender process.

With the significant greenhouse gas savings generated from this project, estimated at approx. 145 tonnes/annum Council is also able to join several other SA councils in the generation and sale of Australian Carbon Credit Units and earn an annual dividend from the sale of those credits.

City of Holdfast Bay, Charles Sturt, Marion and Mitcham and Councils joined forces to become the first local government consortium in Australia to benefit from the creation and sale of Australian Carbon Credits from LED street lighting.

It should be noted that the Local Government Association (LGA) is no longer pursuing the initiative to establish a Local Government Subsidiary for public lighting services due to the high risk it proposed.

The Federal Government signed the Minamata Convention on Mercury in 2013 and is still working towards ratification of the Convention. This will potentially result in a ban on importing mercury lamps into Australia from 2020. The replacement of these lamp types will be required for all lighting applications within three to four years of this date, and consequently Council needs to be in a position to replace these assets before this time.

The supply and installation of over 1,250 streetlights presents a substantial asset management and data challenge for Council. Over the last few years several SA councils have successfully utilised the Trellis technologies automated bill reading and asset

management tool to support bulk street light replacement projects. It is recommended that council subscribes to Trellis Technologies for the project and ongoing management of SAPN and energy retailer utility billing. The costs of this subscription is \$7,000 over the three years of the project.

How does new LED lighting compare to the old technology lighting?

The new lights being installed will be 82% more energy efficient than existing mercury vapour lamps, require less maintenance and generate a warm to white light which is the same colour temperature as existing MV80 streetlights (around 4,000 Kelvin). The light generated from LEDs will vary in appearance from some existing street lights which can appear yellow (high pressure sodium) and amber (low pressure sodium).

Another advantage of LED lights being installed will be less back spill of light into properties due to the improved optics of LED lights. The new street lights may appear to be brighter (as they are newly installed lights) and will be far more efficient in spreading light more evenly along and across footpaths and roads. Visibility along the street will also be improved and objects will look more 'natural'.

Implications, Related Questions and Further Information

Financial and Resource Implications

The various scenarios available to Council to transition those 1,267 SAPN P Category luminaires have been modelled/analysed over the full life of the asset (20 years).

This comprehensive analysis includes the following scenarios and using assumptions (such as forecast energy costs, supply and install fees, LED failure rates, SAPN tariff cost increases etc.) that are categorized as 'moderate', being neither very high or very low:

- SAPN LED tariff (SAPN fund the upgrade (e.g. the new LED to be installed) and any replacements, whether that's before the end of the nominal life of the LED or after 20 years when it is (nominally) time for them to be replaced.
- PLC Tariff (including interest on borrowing costs) Council fund the upgrade (e.g. the new LED luminaire to be installed) and SAPN will cover any failure of the new LED (replacement). This option is cheaper than SAPN tariff.
- Do nothing – Replace on fail (ROF)

The below summary table identifies a 20-year forecast and comparison between the various SAPN LED tariff options associated with a 1:1 bulk replacement program for 1,267 P category street lights.

It should be noted that the below summary table and financial information within this report has been recently updated (July 2020) to reflect both tariff and energy changes introduced by the Australian Energy Regulator and LGA energy contract negotiations respectively, as well as market price changes for the supply of LED luminaires and SAPN streetlight installation costs.

SUMMARY TABLE (20yrs)			
	Replace on Fail	SAPN LED	PLC TARIFF
# Lights Changed	1267	1267	1267
Supply / Install / PM	0	\$ 19,005.00	\$ 491,596
Loan (5yrs @ 3.75%)	0	0	\$ 53,166.49
Warranty	0	0	\$ 31,675
Tariff cost	\$3,589,101.05	\$ 3,424,462	\$ 1,994,346
Energy cost	\$ 635,394	\$ 418,935	\$ 418,935
Total cost (20yrs)	\$4,224,495	\$ 3,862,402	\$ 2,989,718
ROI	n/a	n/a	6.5
Greenhouse Gas Savings (tonnes)	2222	2913	2913
OVERALL NET SIMPLE SAVINGS	\$ 3,682,252.17	\$ 4,044,345.66	\$ 4,917,029.10
PLC offers a Net Simple benefit over SAPN LED of			\$ 872,683.44
PLC offers a Net Simple benefit over REPLACE ON FAIL of			\$ 1,234,776.93

**Note the above analysis has been calculated based on a standard Local Government Finance Authority 5-year loan and associated interest rate costs. These costs, in the order of \$49,888 do not apply if Council chooses to use retained savings however in this scenario all project costs will be incurred in year 1 and not 'smoothed' over a 5-year loan period.*

The table below illustrates the savings that would be made in the first year of changeover to LEDs (excluding capital cost):

	Electricity Costs	Maintenance Costs	Total Cost
Do nothing (ROF)	\$51,758	\$119,324	\$171,082
LED (PLC Tariff)	\$14,069	\$66,974	\$81,043
Savings	\$37,689	\$52,350	\$90,039

As can be seen from the table above, the PLC tariff would provide an annual saving of \$90,600 in the first year compared to the existing tariff.

Council Administration recognises the expertise in delivering the roll out of LED lighting throughout the city and recommends the allocation of funding dedicated to the project management to deliver both the bulk LED roll out project as well as any program of infill and improvement lighting. The estimated cost of project management over 3 years is \$100,000.

Action/ Recommendation	2020/2021	2021/2022	2022/2023	3 Year Program Total
1. Bulk LED replacement program (P Category)	\$491,596	\$15,000	0	\$506,596
2. Infill & Improvement	\$15,000	\$200,000	\$200,000	\$415,000
3. All lighting Assets (CLER/EO – V Category and Open Space)	0	\$200,000	\$200,000	\$400,000
4. Project Management	\$20,000	\$40,000	\$40,000	\$100,000
5. Assign Carbon Credits	TBA (Credit)	TBA (Credit)	TBA (Credit)	TBA (Credit)
6. Trellis Subscription	\$4,400	\$1,200	\$1,200	\$7,000
			Total	\$1,428,596

Until such time as Council has undertaken further analysis to assess the complete scope of work required to address both the Infill and Improvement and All (remaining) Lighting Assets identified in the budget table above, the values have been estimated based on industry experience from other SA councils.

The replacement of street lighting with LED project is not currently included within Council's Long Term Financial Plan (LTFP). Should Council want to proceed with the migration of lighting to LED the project will necessitate new loan borrowings. Council's long term financial plan does indicate capacity to undertake new loan borrowings without exceeding its key financial indicator target. However, Councils has limited capacity within its current LTFP to cover loan repayments over the life of the loan.

Two loan options have been considered to provide funding for this project. The indicative repayment over a 10 or 15 year period is as follows:

	10 Year Loan	15 Year Loan
Estimate Annual Repayment (Principal & Interest)	\$184,098	\$130,896
Less Annual Savings from Delivery	-\$90,000	-\$90,000
Annual Funding Shortfall	\$94,098	\$40,896

In order to keep within our Key Financial Indicator target, the funding short fall can be met via:-

- Reprioritisation of Operating projects
- Reinvestment of efficiency savings
- Reduction in service levels
- Increase in rates revenue
- Mixture of the above options

Regional Impact

Over the last few years many Councils across Australia have transitioned to energy efficient street lighting technology. Industry analysis suggests over 500,000 lights have already been changed out of over 2.3 million nationally. Numerous Councils throughout

metropolitan and rural South Australia are either considering or in the process to transitioning from High Intensity Discharge street lights (such as Mercury Vapor and Sodium) to new LED streetlights.

Community Involvement

There are no stakeholder engagement implications in relation to this report. Residents and ratepayers will be notified of the LED roll out if Council approves the project. It is anticipated that the community would strongly support the transition to LED streetlights.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Strategy 1.2 Environmentally active, sustainably focused

Strategic Plan to 2020 Theme 2 – Place "Loved heritage, leafy streets, fabulous places"

Strategy 2.4 A greener future

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.1 Excellence in Infrastructure

Strategy 4.2 Sound Financial Management

ATTACHMENTS

Attachments 1-7: 'Gray Consulting' - Business Case for replacing Council's streetlights with new LED technology

Prospect City Council - LED lighting summary report

Over the last few years many Councils across Australia have transitioned to energy efficient street lighting technology. Industry analysis suggests over 500,000 lights have already been changed out of over 2.3 million nationally.

South Australian Councils have been actively advocating for the opportunity to transition street lighting, however until recently this opportunity has not been available. In June 2016 SA Power Networks (SAPN) released new Light Emitting Diode (LED) Street Light Tariffs for the first time which included three different options for transition.

While the new LED Tariffs were a significant milestone the necessary contractual arrangements were not drafted until late 2016 with negotiations between Councils and SAPN concluding in February 2018. Since then more than 50,000 LED street lights have been installed by Councils across the State.

The key drivers for SAPN to introduce LED street light tariffs included;

- Maintenance and management efficiencies associated with LED lighting technology
- New technology options (such as smart lighting and smart city sensors)
- The diminishing availability and quality of High Intensity Discharge (HID) sodium and mercury vapour lamps
- Federal Government commitments to reduce the importation of mercury containing products (the Minimata Convention)

Why invest in change?

Prospect City Council has approximately 2376 street lighting assets across the city that vary in ownership and operation/maintenance arrangements. Approximately 1267 lights service council owned 'pedestrian category' roads and are operated by SAPN under various tariffs with the remaining lights under Council controlled contracted maintenance services or via the Department of Planning, Transport & Infrastructure (DPTI).

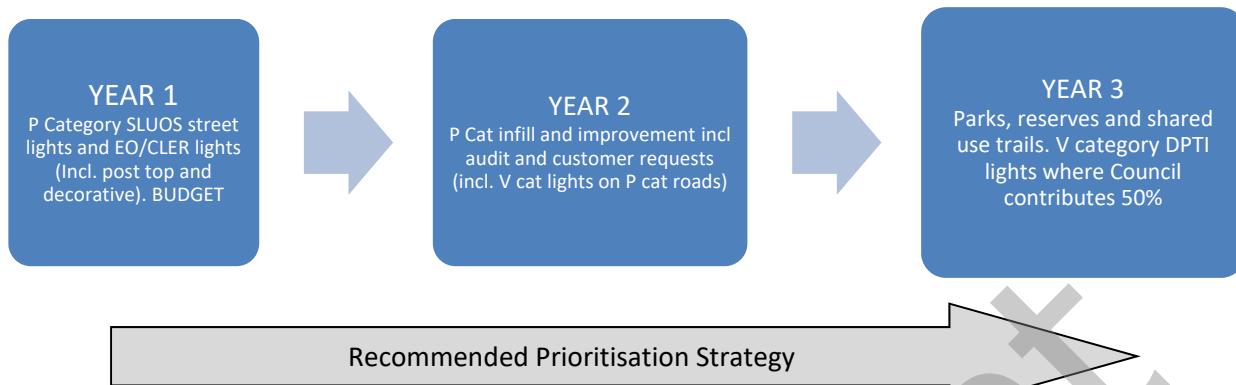
The key driver for Councils to change to LED lighting is related to increased energy efficiency and decreased costs. New LED street lights will reduce energy consumption by up to 82% compared to existing 80-watt Mercury Vapour lamps and are 72% more efficient than 50-watt Sodium lamps. Greenhouse gas emissions are also significantly reduced associated with the reduction in energy consumption.

There are several other primary drivers for Council to invest in upgrading lighting to LED technology, including;

- Energy and Greenhouse Gas savings are significant (as described above)
- Maintenance costs (and SAPN Tariffs) are reduced
- Improved lighting on streets, footpaths, parks and reserves
- Decreased light spill and general light pollution due to enhanced luminaire optics
- Road and footpath safety improvements, and
- The ability to integrate smart lighting technologies (new LED luminaires are smart city ready) that will enable dimming/shaping to save energy and provide a nuanced community service as well as deliver enhanced asset management efficiencies.

Which lights when?

When considering investing in the upgrade of lighting to more energy efficient and reliable LED technology it is recommended that Council prioritizes those lights that provide the greatest efficiency gains and ease of transition at the lowest price. All light assets within the various Council lighting categories should be prioritised and transitioned over time to LED, gradually working towards those lighting categories where the cost/benefit ratio is less or the changeover process more complex. This recommended process is summarised below;



As identified above the 'low hanging fruit' are those high volume, high energy consuming Pedestrian Category (P Cat) street lights on Council owned residential streets. These SAPN lights represent approx. 1267 assets across the City (SAPN billing data) and are typically Mercury Vapor 80Watt (400), High-Pressure Sodium 50Watt (361) and Fluorescent 40Watt (413) luminaires.

The transition for these old SAPN lights is typically a 1:1 replacement with a new StreetLED mk3 17Watt luminaire (refer image below) and provides the highest cost benefit ratio for Council.

StreetLED 17Watt LED luminaire;



The **Australian Standard for Road Lighting (AS/NZS 1158)** is a guideline for Council to consider for its road lighting upgrades.

It is very rare for an Australian Council to meet the Australian Standards for its entire road network however it is recommended that while Council transitions to LED lighting it also invests in improving lighting services with the **objective of 'moving toward' meeting AS/NZS 1158** standard for its road/footpath network.

As such year 2 in the above 'Recommended Prioritisation Strategy' identifies the need for a road lighting audit and investment strategy to deliver a lighting 'infill and improvement program'. This program is targeted at those streets where current lighting does not meet the Australian Standard, or where residents have requested additional lighting.

It is recommended that approx. \$150,000 in year 2 is allocated to undertake an audit and subsequent lighting infill & improvement program with the work undertaken in the first year informing Council of the costs for completion in the following year. This strategic approach is currently being undertaken by several SA Councils.

Following the completion of LED rollouts for the P category SAPN lights the next steps in the recommended strategy include post top and decorative lighting and Vehicle 'V' Category road

lighting where the energy savings vs cost of luminaire ratio is lower. This is primarily due to the high cost of higher wattage LED luminaires (however it should be noted that the cost of these luminaires is rapidly on the decline).

The business case for transition – comprehensive analysis

At the Council meeting on 4th June 2019 Adam Gray from grAy consulting presented the findings of the Council commissioned business case for the city-wide transition to LED streetlighting. The business case provided a comprehensive summary of LED street lighting opportunities and the costs/benefits. Included in the business case was financial analysis that summarised a holistic approach to a bulk LED transition project and financial projections for the life of the asset (20 years).

To undertake a bulk LED replacement program for Pedestrian 'P' Category roads Council has various options to consider - including differences in up front capital requirement, risk/reward and long-term financial benefits.

With the significant greenhouse gas savings generated from this project, estimated at approx. 145 tonnes/annum Council is also able to join several other SA councils in the generation and sale of Australian Carbon Credit Units and earn an annual dividend from the sale of those credits. This project is registered with the Clean Energy Regulator and an information sheet is attached separately.

The various scenarios available to Council to transition those 1267 SAPN P Category luminaires have been modelled/analyzed over the full life of the asset (20 years).

This comprehensive analysis includes the following scenarios and using assumptions (such as forecast energy costs, supply and install fees, LED failure rates, SAPN tariff cost increases etc.) that are categorized as 'moderate', being neither very high or very low;

- SAPN LED tariff
- PLC Tariff (including interest on borrowing costs)
- Replace on Fail, and
- Do nothing (Status Quo).

The below summary table identifies a 20 year forecast and comparison between the various SAPN LED tariff options associated with a 1:1 bulk replacement program for 1267 P category street lights

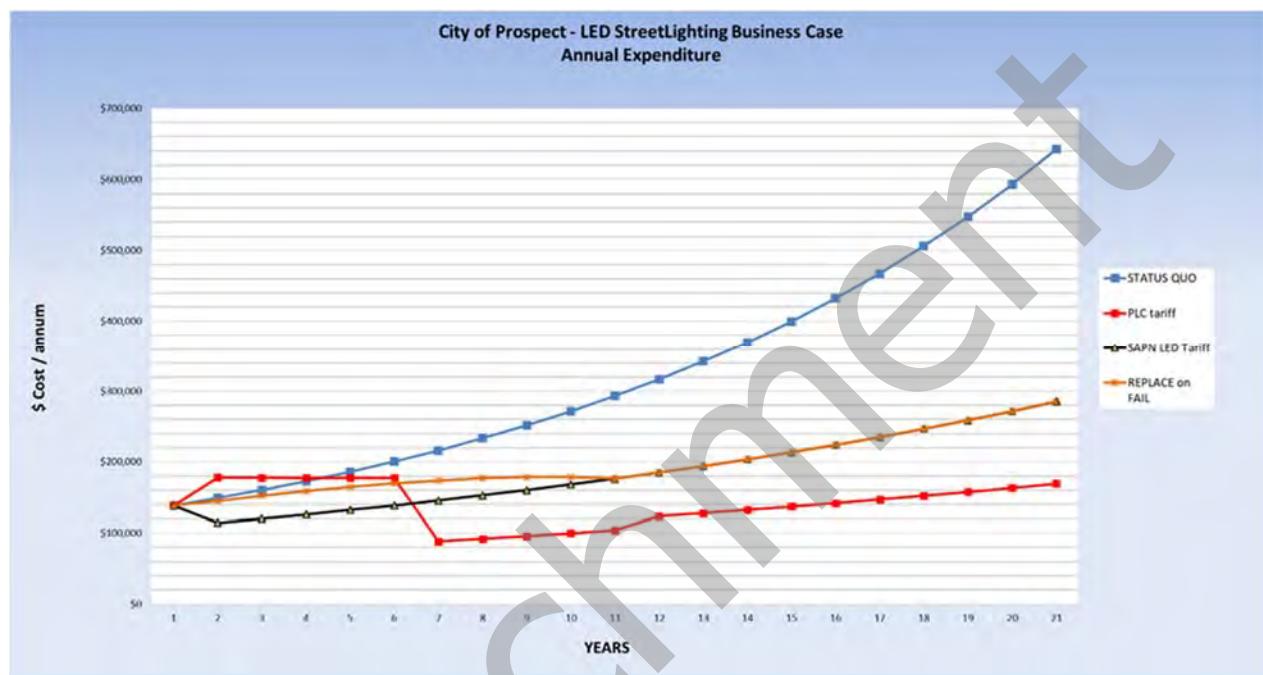
SUMMARY TABLE (20yrs)					
	STATUS QUO	Replace on Fail	SAPN LED	PLC TARIFF	
# Lights Changed	0	1267	1267		1267
Supply / Install / PM	0	0	\$19,005	\$ 462,455	
Loan (5yrs @ 3.75%)	0	0	0	\$ 49,888.13	
Warranty	0	0	0	\$ 158,375	
Tariff cost	\$ 5,532,466	\$3,540,633.51	\$ 3,455,464	\$ 1,871,350	
Energy cost	\$ 1,221,591	\$ 453,248	\$ 298,840	\$ 298,840	
Total cost (20yrs)	\$ 6,754,057	\$3,993,881	\$ 3,773,309	\$ 2,840,908	
ROI	n/a	n/a	n/a		6.5
Greenhouse Gas Savings (tonnes)	n/a	2222	2913		2913
OVERALL NET SIMPLE SAVINGS	\$ -	\$ 2,760,175.74	\$ 2,980,748.10	\$ 3,913,148.86	
PLC offers a Net Simple benefit over SAPN LED of				\$ 932,400.75	

**Note the above analysis has been calculated based on a standard Local Government Finance Authority 5-year loan and associated interest rate costs. These costs, in the order of \$49,888 do not apply if Council chooses to use retained savings however in this scenario all project costs will be incurred in year 1 and not 'smoothed' over a 5-year loan period.*

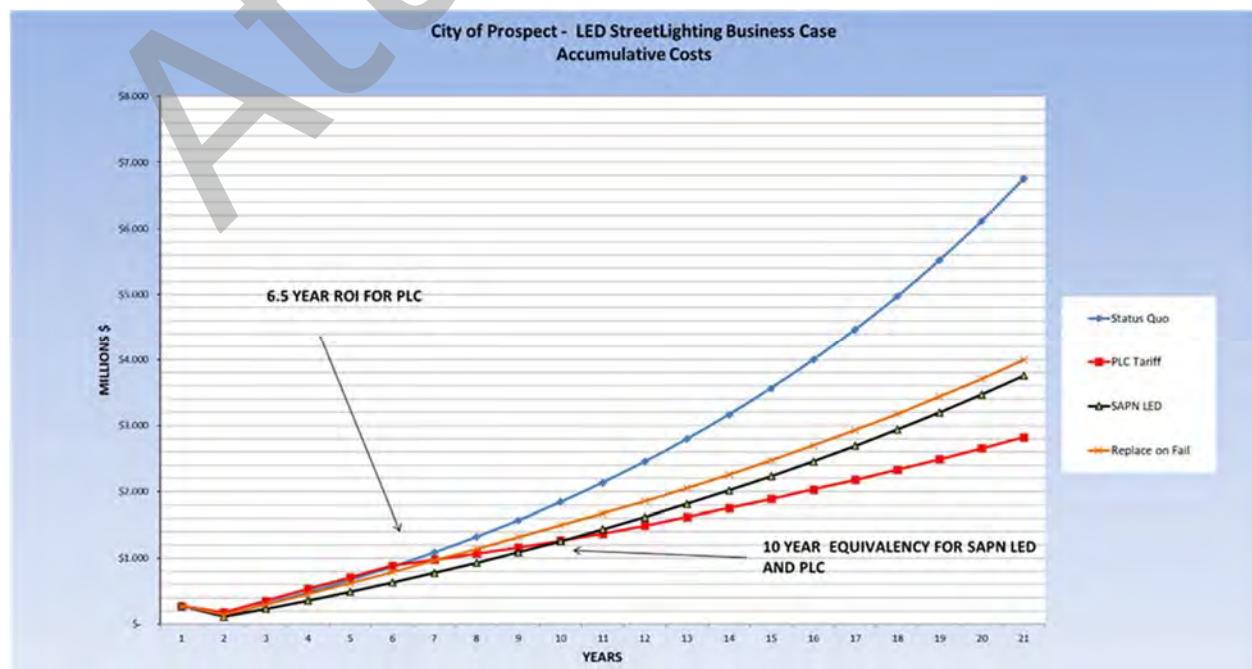
The following graphs represent the financial impacts of the various options over 20 years, it should be noted;

- The **PLC tariff option** delivers the most financial and environmental benefit for Council based on achieving the highest energy savings, lowest tariff costs and lowest capital costs.
- Replacing old street lights with LED as they fail (over 10yrs) will **cost Council an additional approx. \$500,000** when compared to a 1 yr bulk LED transition project to the SAPN LED tariff. This is predominantly associated with energy savings not realised during the period of replace on fail.
- Council maximises its **service delivery to residents** and environmental and financial gains by actively engaging in a bulk LED transition project.
- LED failure rates (post warranty replacement) are included at 5% per annum in the modelling, and as such Council will not have 1267 lights to replace at year 20

The graph below shows the comparative **annual expenditure** for various SAPN tariff options.



The graph below shows the comparative **accumulative costs** over 20 years for various SAPN tariff options.



The business case for transition – SAPN analysis

On 6th August 2019 SAPN presented to Council it's recent progress in public lighting reforms. This presentation was part of SAPN's engagement program in the lead up to new regulatory arrangements that will see the Australian Energy Regulator determine SAPN Street Light Tariff pricing.

As part of this presentation SAPN provided indicative cost savings for the transition to LED street lighting, refer below.

City of Prospect opportunities

- SA Power Networks manages 1,652 lights (P and V Category and floodlights)
- If 1,263 P Cats are changed to LEDs, potential overall savings (energy and tariff) are either:

PLC \$90,700*pa

SAPN \$53,100 pa

Current annual tariff	\$ 100,600	Current annual energy cost	\$ 72,000
New SAPN LED annual tariff	\$ 101,300	Estimated LED energy cost	\$ 18,200
New PLC LED annual tariff	\$ 63,800*		

* Customer funds cost of luminaire upgrade approx. \$442,000

Estimated CO2 savings (tonnes)	140
-----------------------------------	-----

Annual (and monthly) streetlighting energy and tariff costs are calculated using set formulae. These formulae and are established by State and Australian Government regulatory bodies (such as AEMO and ESCOSA).

SAPN has included all regulatory and environmental charges (linked to consumption of kWh) in its analysis and as such has calculated the energy savings to be almost double that provided in the business case.

While this is not incorrect in its methodology, those elements of the energy retail bill are variable in nature and at the discretion of regulatory and legislative change and as such were not included in the business case comparative analysis.

IF ALL ENERGY REGULATORY CHARGES ARE INCLUDED IN THE ANALYSIS THEN THE FOLLOWING IS THE 20 YEAR BUSINESS CASE RESULT;

SUMMARY TABLE (20yrs)				
	STATUS QUO	Replace on Fail	SAPN LED	PLC TARIFF
# Lights Changed	0	1267	1267	1267
Supply / Install / PM	0	0	\$ 19,005.00	\$ 462,455
Loan (5yrs @ 3.75%)	0	0	0	\$ 49,888.13
Warranty	0	0	0	\$ 158,375
Tariff cost	\$ 5,532,466	\$3,540,633.51	\$ 3,455,464	\$ 1,871,350
Energy cost	\$ 2,345,865	\$ 870,388	\$ 573,874	\$ 573,874
Total cost (20yrs)	\$ 7,878,331	\$4,411,022	\$ 4,048,342	\$ 3,115,942
ROI	n/a	n/a	n/a	6.5
Greenhouse Gas Savings (tonnes)	n/a	2222	2913	2913
OVERALL NET SIMPLE SAVINGS	\$ -	\$ 3,467,309.46	\$ 3,829,988.53	\$ 4,762,389.28
PLC offers a Net Simple benefit over SAPN LED of				\$ 932,400.75

The SAPN analysis also only presents a 'snapshot' in time, being the immediate difference between the existing P category lighting network and one that is upgraded to LED street lighting. This analysis does not consider the process for preparation and delivery of a bulk LED transition or the longer-term cost/benefit implications.

Business case vs SAPN data - comparison

When comparing the data from the comprehensive business case with the summary provided by SAPN it should be noted;

- Council lighting asset numbers are typically dynamic as new lights are installed and some older/obsolete lights are removed. Both analyses provide a consistent number of P Category lights for council to address (1267 vs 1263)
- Energy consumption data is a calculated using set regulated formulae and hence is consistent between analysis, however SAPN has include all regulatory and environmental charges to undertake its analysis
- Tariff cost data is also a set calculated value, being the number of lights multiplied by the type of SAPN tariff applied.
- Supply and Installation costs provided by SAPN are also consistent with those provided by the business case however, does not include project management costs for council.

There are several limitations with the SAPN data provided;

- The SAPN data only shows the immediate (first year) tariff and energy benefit from the changeover of only P category streetlights, it does not include;
 - The costs associated with establishing a contract with SAPN and project management for the duration of the infrastructure transition.
 - The costs and benefits associated with the various tariff options;
 - during the warranty period (1-10 years) and then the post warranty period (years 11-20) for the life of the asset, being 20yrs.
 - the PLC tariff option, where council is procuring the luminaire and ownership remains with Council.
- The likely shifts in the cost of energy and tariff pricing escalation over time.
- The cost of borrowing upfront capital (if required) is not included.
- The costs and benefits from upgrading lighting in other categories (V category streetlights) or open space

Recommendations – next steps

1. That Council undertakes an upgrade of all SLUOS P Category streetlights to LED technology and using the SAPN PLC tariff in 2020/2021 FY.
2. That Council undertakes a streetlighting in-fill and improvement program to address those streets that do not meet Australian Standard AS/NZS 1158 or community expectation.
3. That Council assesses all its public lighting assets for potential replacement with LED technology.
4. That Council appoints or allocates dedicated project management expertise to deliver both the bulk LED roll out project as well as any program of in-fill and improvement lighting.
5. That Council assigns the greenhouse gas savings and carbon abatement in order to generate Australian Carbon Credit Units and return a financial dividend to council.
6. That council subscribes to Trellis Technologies for the project and ongoing management of SAPN and energy retailer utility billing.

ACTION/RECOMMENDATION	2020/2021	2021/2022	2022/2023	3Yr program TOTAL
1. Bulk LED replacement program	\$462,000	\$15,000	0	\$477,000
2. Infill & Improvement	\$15,000	\$250,000	\$250,000	\$515,000
3. All lighting Assets (CLER/EO/Open Space)	0	\$250,000	\$250,000	\$500,000
4. Project Management	\$20,000	\$40,000	\$40,000	\$100,000
5. Assign Carbon Credits	TBA (Credit)	TBA (Credit)	TBA (Credit)	TBA (Credit)
6. Trellis Subscription	\$2,200	\$1,200	\$1,200	\$7,000
			TOTAL	\$1,599,000

One consideration for Council may be to complete the bulk LED replacement project over **2 financial years** starting in the 2019/20 FY. This option is advantageous for Council if conducted over 2019/2021 financial years and is a positive step for council in accelerating the savings (SAPN Tariff and Energy). However, if this strategy is engaged to defer starting LED installations until 2021/2022 that may otherwise be completed in 2019/2021 then this is considered an approach that ultimately will cost Council in lost savings and is not recommended.

Savings analysis provided below identifies that over the next 3years the transition costs remain the same for a 2-year project involving a delayed start, however the lost savings of a delayed project when compared to an immediate (2019/2020) start are approximately \$90,700.

SAVINGS (PLC TARIFF)	2019/2020	2020/2021	2021/2022	TOTAL SAVINGS
Accelerate	\$45,350	\$90,700	\$90,700	\$226,750
Postpone	\$0	\$45,350	\$90,700	\$136,050
<hr/>				
ROLL OUT COSTS				TOTAL COSTS
Accelerate	\$238,500	\$238,500	\$0	\$477,000
Postpone	\$0	\$238,500	\$238,500	\$477,000
<hr/>				
COST/BENEFIT				3yr NET POSITION
Accelerate	\$193,150	\$147,800	\$90,700	\$250,250
Postpone	\$0	\$193,150	\$147,800	\$340,950

AGENDA ITEM NO.: **12.5**

TO: Council on 28 July 2020

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Darren Starr, Manager Development Services

SUBJECT: Planning Reform Update July 2020 – Final Phases

1. EXECUTIVE SUMMARY

The Planning, Development and Infrastructure (PDI) Act 2016 is progressively replacing the Development Act 1993, providing a new framework for the creation of planning policy, assessment of development applications (planning and building) and monitoring of development compliance.

The next implementation phase of the planning reforms involves the release of Phase 2 of the Planning and Design Code (the Code) for use in planning assessment in the regional areas of South Australia on 31 July 2020. To confirm, Phase 2 is not applicable to City of Prospect.

Phase 3 of the Code however will apply to City of Prospect (and all of metropolitan Adelaide) with recent advice being that this is expected to 'go live' from October 2020 (subject to gazettal by the State Government). Council staff will monitor this release.

The introduction of the Code within City of Prospect requires significant changes to be made to the process for assessment of development applications either by Council staff, the Assessment Manager or the Council Assessment Panel (CAP) under the provisions of the PDI Act 2016. In coming months the CAP will be presented with delegations, procedures and processes for consideration as they will need to endorse these ahead of the 'Code' commencing. Under the Act, the CAP itself is responsible for setting the delegations, procedures and processes and this is a change from the previous Development Act system.

This report is to inform Council of the nature of the changes to the operation of the CAP and the assessment role by Council staff that will be worked through over the coming months. The report also provides a brief update on the outcomes from the State's community consultation on the content of Phase 3 of the Code. This information is provided under the following headings throughout the report:

- Planning & Design Code (the Code) Structure
- Assessment Process and Categories
- Accredited Professionals, Private Certifiers, CAP and Assessment Managers
- Building Assessment and Delegations
- Phase 3 Planning & Design Code 'What we Heard' Report.

2. RECOMMENDATION

- (1) **Council having considered Item 12.5 Planning Reform Update July 2020 – Final Phases, receive and note the report.**
-

3. DISCUSSION

Since 1993, the Development Act has provided the framework for the planning system in South Australia, including planning policy, the assessment of development applications and the monitoring of development compliance.

A process of reforming the South Australian planning system began in early 2013 with the formation of an Expert Panel on Planning Reform. Following a significant consultation process, the Expert Panel prepared two reports highlighting concerns and recommending changes to the current planning system in late 2013 and 2014.

In response to these reports the State Government prepared the Planning, Development and Infrastructure Bill (the Bill), intended to replace the current Development Act 1993. The Bill was passed by Parliament into law in April 2016. It was not intended that the new Planning, Development and Infrastructure (PDI) Act would be operational from that time, but rather that it would be progressively turned on in multiple stages over the following 5 years through further transition bills and proclamations.

A key element of the Planning, Development and Infrastructure (PDI) Act 2016 is the establishment of a Planning and Design Code. The Planning and Design Code will replace the Prospect (City) Development Plan (and all other Development Plans in the state).

Phase 2 of the Planning and Design Code (not applying to City of Prospect) will go-live on 31 July 2020. Shortly, the State is expected to confirm a 'go live' date for Phase 3 (expected to be from October 2020 onwards), subject to the decision of the Minister and gazettal.

Planning & Design Code (the Code) Structure

The proposed Code contains a number of components including the 'Rules of Interpretation', Zones, Sub-Zones, Overlays, General Development Policies, Land Use Definitions & Administrative Definitions.

As has been reported previously, Zones are the primary organising layer, with all land throughout the state being located within a zone (much in the same way as what occurs now through Development Plans). Zones will set out policies and rules primarily relating to the land use, land use intensity and built form characteristics (such as building setbacks and height) that are anticipated for an area – in effect outlining 'what' can happen in an area. This is consistent with the structure of the current Development Plan. Zones also set out the level of assessment for various types of development. The assessment levels will be;

- accepted development - no planning consent is required

- code assessed development – development that is either:
 - 'deemed-to-satisfy'
 - 'performance assessed'
- impact assessed development – development that is:
 - restricted development
 - impact assessed development
 - declared by the Minister as being impact assessed development.

Subzones can be created for areas where there is a unique difference from the zone to warrant the need for additional policy.

Overlays within the Code will address defined issues applying to any zone or subzone, identifying areas where there is a particular sensitivity to development (e.g. a heritage place), a constraint on land or development outcomes (e.g. flood prone areas), or where a particular opportunity or outcome for development is sought.

General Development Policies relate to 'how' a development should occur across multiple zones.

The Code also contains land use definitions, covers referrals to relevant agencies and sets out how the Code should be interpreted and used for assessment. The inclusion of definitions within the Code, rather than within Schedule 1 of the Development Regulations, and the associated ability to easily update the Code, is considered a positive part of the new planning system.

Assessment Process and Categories

Each Council must establish a Council Assessment Panel (CAP) and with the introduction of the Code the CAP will become a relevant authority in its own right under the new PDI Act 2016 e.g. it will no longer derive its authority from Council.

This differs to the current arrangement where authority for planning decisions rests with Council, although the Council is then required to delegate that function to the CAP and to staff. From the time of release of the Code, the CAP will generally be the relevant authority for the granting of planning consent for performance assessed development that is the subject of public notification which in many ways is similar (albeit with different terminology) than the current process.

Each CAP is required to have an appropriately qualified professional (Accredited Professional Planning Level 1) to perform the role of Assessment Manager. The introduction of the Planning and Design Code will also trigger the provisions of the PDI Act 2016 that also makes an Assessment Manager a relevant authority in their own right. This also differs from the current situation where Council staff are provided with authority to assess development applications via sub-delegation from the CEO.

A new role of the CAP under the PDI Act is to hear appeals against certain decisions made by the Assessment Manager in their role as a relevant authority. A process for this review will be developed and presented to CAP (as required by legislation) at a future CAP meeting.

The Presiding Member of the CAP is to ensure that the conduct of CAP meetings occurs in orderly, fair and a transparent manner consistent with its adopted procedures. They will be responsible for liaising with the Assessment Manager and for the general conduct of the business of CAP. This is relatively similar to the current approach.

All members of the CAP in performing, exercising or discharging their functions, powers or duties under the Act, must act in accordance with the general duties as set out in Section 15 of the Act and the Code of Conduct for assessment panel member. All CAP members must obtain and maintain Accreditation at Level 2 from the DPTI Accreditation Authority. Any member who does not obtain their Accreditation will not be able to continue as a member of the CAP from the date of the commencement of the Planning and Design Code. Recent discussion with all independent CAP members has confirmed they either have their Level 2 Accreditation in place or are undertaking the application process. This will be monitored and managed as needed in coming months.

Accredited Professionals, Private Certifiers, CAP and Assessment Managers

The PDI Act & Regulations outline that a CAP is the relevant authority for a decision on development applications unless the regulations specifically prescribe a decision can be made by an Assessment Manager or Accredited Professional. In addition, a CAP and Assessment Manager can delegate some decision making authority to Council staff. This is a necessary step and has only slight differences in practice to the current operations of Councils.

The Assessment Manager will perform several roles under the PDI Act 2016. These include acting as a relevant authority in their own right, meaning they are not able to be subject to professional direction on planning matters by Council, by CAP or by any other person.

The Act and Regulations prescribe an Assessment Manager as the relevant authority in respect to the granting of planning consent for performance assessed development that is not the subject of public notice and deemed to satisfy development (including where there may be one or more variations from the performance standards).

The Assessment Manager will be responsible for managing the staff supporting the CAP and for the presentation of relevant applications to the CAP. The Assessment Manager will also play a role in providing advice to the CAP in a similar way to how the Manager of Development Services has always done at City of Prospect.

In coming months, CAP will be presented with draft delegations (as required by legislation) for the delegation of various assessment functions to the Assessment Manager.

Building Assessment and Delegations

Where an applicant does not nominate a private building certifier to determine their building consent, the relevant authority will be the CAP, rather than the Council which is currently the case.

However, Section 99(1) of the PDI Act enables CAP to refer Building Rules assessments on to the relevant council, at which point the Council becomes the relevant authority for building consent. This 'referral' option is considered necessary given the general

qualifications and skill sets of panel members across the State are more aligned with Planning assessment (given it's the primary role) than Building assessments. For panels that do not propose to take an active role in any Building Rules assessments, a standing referral can be made in relation to all future Building Rules applications.

On that basis, in coming months, CAP will be presented with draft delegations for the delegation of various building assessment functions to Council, Council staff/Assessment Manager so that the current staff in the relevant 'Building' assessment roles can continue to perform their roles.

Phase 3 Planning & Design Code 'What we Heard' Report

Since Phase 3 of the Planning and Design Code concluded public consultation, with 1790 submissions received (1466 from the general public), the State Planning Commission and DPTI staff have been reviewing the feedback received. The Commission has recently released a 'What we Heard' report summarising the issues raised as part of the consultation process. A copy of this report can be viewed at https://www.saplanningportal.sa.gov.au/updates/news_item?a=671945

Key issues flagged in the report include:

- That the Code be re-released for further consultation to allow for an additional review of the amendments to the Code after this round of public consultation.
- Respondents expressed difficulty in navigating the draft Code in a paper-based format, outside of an e-planning solution.
- That additional definitions of common land uses should be included in the Code.
- Amendments to zoning provisions, particularly around residential zoning, retail land uses in residential areas and interface between land uses.
- Role of deemed to satisfy development and suitability of this assessment pathway.
- Design of infill development.
- Impact of overlays within the new planning system and their role in assessment.
- Character statements and the preservation of local character and heritage.
- Public notification under the Planning and Design Code.
- Zone specific comments and the need for additional zones.

As a point of reminder, key issues raised by City of Prospect as part of the Phase 3 consultation included:

- General Neighbourhood Zone is not appropriate for use in City of Prospect (these areas have been amended to the Suburban Neighbourhood Zone).
- Council provided detailed Historic Area and Character Area Statements based on the existing desired character provisions in the Development Plan and findings of the Housing Diversity & Desirable Neighbourhood Study. These Statements have not been sufficiently included in the draft Planning and Design Code (noting that elements of the drafts have been included). Council is of the view that the statements as endorsed by Council should form the Historic Area and Character Area Statements in the relevant Prospect zones of the Planning and Design Code.

- City of Prospect considers that design criteria, including relevant design examples or images, should form part of 'Deemed to Satisfy' policy in the Planning and Design Code.
- Council stresses that communities will expect existing character to be maintained with sensitive infill acceptable where suitable design and streetscape integration are demonstrated, this must be recognised in the Planning and Development Code. The Code policy does not address the retention of local residential character balanced with sensitive and appropriate infill development to a sufficient level of detail.
- City of Prospect considers that deemed to satisfy provisions should not extend to infill development within Character Area Overlays or Historic Area Overlays.
- The draft Code sets the bar too low and doesn't adequately recognise local character in its deemed to satisfy criteria.
- City of Prospect is of the view that Desired Character Statements and the need to clearly identify the future character of local areas is a key element of current Development Plans. This element should be preserved and strengthened in the Planning and Design Code. The draft Code has not adequately captured local character and context for use in development assessment and the revised Code should address this issue.

As actual amendments are yet to occur as a result of the consultation feedback, Council planning staff will continue to liaise with DPTI staff around Council's comments during the Phase 3 consultation and the final content of the Phase 3 Planning and Design Code.

Implications, Related Questions and Further Information

With a new planning and development assessment system being introduced and a clear focus on assessment timeframes (shorter timeframes) concurrent with the introduction of deemed consents (where approvals are automatically issued if assessment timeframes are not met), Council staff are further reviewing the operation of the planning and building teams along with the assessment tools at their disposal.

Ensuring 'deemed consents' do not occur (including covering times of staff leave in a small team), managing the substantial increase in requirements for building inspections, the requirement for planning and building staff to be accredited and the resource implications of public notification and appeal opportunities has seen some restructuring of resources within the planning and building team. These steps have been taken in preparation for the upcoming changes.

The Phase 2 Planning and Design Code provides further clarity on the structure of the future planning and design system under the PDI Act 2016, particularly in relation to elements of the development assessment process.

Phase 3 of the Code will apply in City of Prospect and will establish criteria that Council will be bound by when the development assessment portion of the PDI Act 2016 is fully introduced in City of Prospect.

The introduction of the Code requires changes to be made to the process for assessment of development applications by Council staff, the Assessment Manager and the Council Assessment Panel (CAP) under the provisions of the PDI Act 2016. In coming months the CAP, as a relevant authority in its own right, will be presented with delegations,

procedures and processes for consideration and endorsement to accompany the introduction of the Code. As these matters progress, further reports for information will be provided to Council for awareness.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

Strategy 2.1 Respect the past, create our future

Council's role in South Australia's planning system supports the Strategic Plan themes identified, which are closely related to achieving positive strategic and development assessment planning functions

Intelligent Community Indicators

6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.

Councils will continue to advocate on behalf of its community for a planning and development system in South Australia that is transparent, equitable and results in appropriate development

ATTACHMENTS

Nil.

AGENDA ITEM NO.: 12.6

TO: Council on 28 July 2020
DIRECTOR: Chris Hannaford, Director Business and Innovation
REPORT AUTHOR: Daniel Adams, Manager Economic Development
SUBJECT: Prospect Innovation Awards - Outcomes

1. EXECUTIVE SUMMARY

Prospect Innovation Awards was the first public event held by City of Prospect since the COVID-19 lockdown. Forty people attended the awards ceremony held 25 June 2020 at Prospect Palace Nova including the awards recipients and the Prospect Business Leaders group judging panel.

The Innovation Awards are a visible element of Prospect developing its own innovation ecosystem and linking into the broader SA Innovation ecosystem including links with Lot Fourteen. In line with Council's Intelligent Communities Forum approach it is important that innovation involves the whole community. As such the awards are about furthering innovation initiatives in our local education organisations, startups and small businesses.

The Prospect Innovation Awards provided grants to support projects that demonstrate innovative solutions for new and existing needs.

2. RECOMMENDATION

(1) Council having considered Item 12.6 Prospect Innovation Awards - Outcomes receive and note the report.

3. DISCUSSION

The Innovation Awards application process was launched on 26 March 2020 just as South Australia was going into lockdown. Council sought applications for 2 months and promoted the awards widely. The successful applicants received a grant from City of Prospect to implement their proposed innovative project.

The inaugural Prospect Innovation Awards aimed to fund projects that:

- Foster the local innovation ecosystem
- Recognise best practice in business
- Connect businesses, the community and educators.

The Innovation Awards were judged by the CEO of Council, office holders of the Prospect Business Leaders group, Professor Carolin Plewa from the University of Adelaide, prominent entrepreneur John Lindsay, and the panel was chaired by Deputy Mayor, Matt Larwood.

The event was attended by:

- Mayor David O'Loughlin
- Hon David Pisoni - Minister for Innovation and Skills and Member for Unley
- Hon Rachel Sanderson - Minister for Child Protection and Member for Adelaide
- Deputy Mayor Matt Larwood
- Councillor Alison de Backer
- CEO of City of Prospect Nigel McBride.



Mayor David O'Loughlin with the award winners and Hon David Pisoni and Hon Rachel Sanderson

In all Council received 19 applications and strong interest from the Prospect business community with applications totalling just under \$150,000.

\$12,500 in grants were awarded on the night to four Prospect businesses in three categories:

- Category 1 Start-up business
- Category 2 Small and Medium Business
- Category 3 Lifelong Learning/ Education.

The winning proposals were:

Enee Solutions
Christopher Sale
Category 1 Start Up Award \$5,000

Proposal: Business Continuity Planner

Eris Business Continuity Planner is an innovative web based application, designed to help small business to Enterprise & Government simply understand the time criticality and vulnerabilities of their business processes. The tool was built as a bespoke tool for SA Health. Enee will provide all businesses in the Prospect Council area 3 months free access to the tool to allow them to harness the benefits of the planner for the current COVID related situation.

The Physio Clinic

Kate Brown and Ben Corso

Category 2 SME Award \$4,000

Proposal: Standing up for Hips and Knees

The Physio Clinic is a local Prospect health business operating since 2010. They have developed a program called Standing Up For Hips + Knees, a comprehensive package of pain education using the latest research, special exercises and weight management for osteoarthritis (OA) sufferers. The funding will go towards the development of online resources, necessary as we emerge from COVID 19.

1UP Digital

Jason Chong

Category 2 SME Award \$2,500

Proposal: Prospect Road Trivia Crawl

The Prospect Road Trivia Crawl is a live, online trivia show that streams from a different Prospect hospitality or retail business each week. The aim is to reconnect those businesses with people in the Prospect area, creating opportunities to link up as we navigate the COVID-19 pandemic.

Blackfriars

Henry Green (Teacher) & Sebastian Zajaczkowski (year 9 Student)

Category 3 Education Award \$1,000

Proposal: Backyard Poultry

Blackfriars Business Innovation Students will be embarking on a mission to set up a small business that sells eggs, chickens and chicken houses that are suitable for urban environment. The project provides an opportunity for the business students to put the theory they've been learning into practice.

Implications, Related Questions and Further Information

To further support these new innovative businesses and products, City of Prospect have allocated \$15,000 for the "Prospect Innovation Awards" in the 2020/21 budget. Staff will work with the local business community to seek further sponsorship opportunities.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Strategy 1.4 Celebrate our diverse and creative community

Strategic Plan to 2020 Theme 3 – Prosperity “More jobs, more investment, more activity, more vibrancy”

Strategy 3.1 A stronger local economy

Intelligent Community Indicators

1. Knowledge Workforce: A labour force that creates economic value through its knowledge, skills and ability to use information effectively
 2. Innovation: Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).
-

ATTACHMENTS

Nil.

AGENDA ITEM NO.: **12.7**

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Chris Birch, Manager Financial Services

SUBJECT: Investment Report 2019 - 2020

1. EXECUTIVE SUMMARY

Section 140 of the Local Government Act 1999, requires Council to consider the performance of its investments annually.

As at 30 June 2020, Council had \$334,063.39 invested with the Local Government Finance Authority (LGFA).

Total interest income from cash deposits (with the NAB Bank), and investments with the LGFA for the period 1 July 2019 to 30 June 2020, is approximately \$30,977.02 (previous year was \$73,499).

Council's budget for 2019-2020 anticipated Investment Income of \$40,000 and this presents an unfavourable budget of \$9,022.98. This shortfall is compensated for by a reduction in loan interest expense.

The 24-hour cash rate has reduced across the year from 1.25% as at 30 June 2019, to 0.25% as at 30 June 2020. Council's reduction earnings partially reflects this reduction, but is largely due to the treasury management practice of using cash reserves prior to borrowing new money. Instead of placing surplus cash in short term deposits, it has been used to reduce borrowings as detailed in the Borrowings report elsewhere in the agenda.

A summary of Council's investment portfolio with the Local Government Finance Authority, as at 30 June 2020, is provided at **Attachment 1**.

2. RECOMMENDATION

(1) Council having considered Item 12.7 Investment Report 2019-2020 receive and note the report.

3. DISCUSSION

Council's existing policy in relation to investments is listed in section 7.6 of the Accounting Policies and Procedures as:-

"Investment of Council's surplus income will be with the Local Government Finance Authority unless determined otherwise by Council resolution."

Section 140 of the Act requires Council to consider the performance of its investments annually.

A summary of Council's investment portfolio with the Local Government Finance Authority, as at 30 June 2020, is provided at [Attachment 1](#).

As at 30 June 2020, Council had \$334,063.39 invested with the Local Government Finance Authority (LGFA).

As part of the funding for the Payinthi construction, Council has drawn down a mixture of fixed term and variable Cash Advance Debenture (CAD) loans with the LGFA. The advantage of the CAD is that they can be repaid when Council has surplus cash, and drawn again when required. This practice has been in place since the commencement of the Payinthi construction.

Council will invest additional surplus funds once the CAD loans are fully repaid, in both a 24-hour at call, and fixed term deposit facilities with the LGFA, at the interest rate declared by the LGFA. The balance of money held with NAB Bank, being Council's "transaction account", is kept to a minimum at all times.

This report provides a summary of investments for the 2019-2020 financial year, to enable Council to review the performance of its investments, in accordance with Section 140 of the Act and Section 7.6.3 of the Accounting Policies and Procedures Manual.

LGFA offer an on-call interest rate equal to the Reserve Bank (RBA) cash rate. Funds can be transferred intraday with our transaction bank, meaning that Council is able to keep minimal funds within its transactional bank account.

In addition, Council is able to place short-term investments, in order to receive a premium interest rate paid on its investments. Traditionally, these investments are made for a period shorter than 90 days. This aligns Council's financial needs with the quarterly instalment cycle of rates being collected.

Total interest income from cash deposits (with NAB Bank), and investments with the LGFA for the period 1 July 2019 to 30 June 2020, is approximately \$30,977.02 (previous year was \$73,499). The majority of the interest earned was derived from the LGFA. The amount of interest earned includes a bonus of \$23,847.20 (previous year was \$14,856).

Comparing to previous years, lower interest was earned, due to Council utilising its working capital and delaying loan borrowing.

The bonus is considered to be a return on investment, as the amount received is linked to the level of investments *and* borrowings held by Council with the LGFA. According to the LGFA, the bonus equates to an extra 0.35750% interest rate on average for deposits, which is a slight increase when compared last financial year (0.35455%).

Council's budget for 2019-2020 anticipated Investment Income of \$40,000. Council has received approximately \$30,977.02, being \$9,022.98 unfavourable to budget. This shortfall is compensated by a reduction in loan interest expense.

The following table presents a snapshot of interest rates (at the end of each quarter) associated with the different categories of deposits with the LGFA:-

Interest Rates	Sep-19	Dec-19	Mar-20	Jun-20
	%	%	%	%
24-hour at Call	1.00	0.75	0.25	0.45
Fixed Deposits (average of various terms)	1.25	1.05	1.00	0.65
Reserve Bank (RBA) Cash Rate	1.00	0.75	0.25	0.25

Council traditionally has surplus cash for investment around 1 September, 1 December, 1 March, and 1 June; being the time of year when the inflow of cash from quarterly rates received exceeds the outflows of cash.

LGFA's interest rate on 24-hour at call investment is the same as the prevailing cash rate set by the Reserve Bank Australia (RBA). This rate is determined in the money market as a result of the interaction of demand for and supply of overnight funds. The interest rate offered by the LGFA on 24-hour at call investments is the competitive market return rate, and therefore it is comparable to the rates offered by other financial institutions for the same type of investment.

The interest rates paid by the LGFA on 24-hour at call investments have generally reflected the changes to the RBA Official Rate. However in 2019-2020, the LGFA did have an out of sequence *increase* of 0.25% on 27 May 2020.

In addition to investing monies on a 24-hour at call basis, Council has been investing monies surplus to immediate working capital requirements, for fixed periods via 'term deposits'.

Term deposits are typically for periods of up to 90-days. The interest rates offered by the LGFA on term deposits at any point in time, is determined by the financial market and driven by prevailing economic conditions. That is, the interest rate can change on a daily basis, as the financial market responds to / speculates on current/future economic conditions. As a result, the differential between the 24-hour at call rate, and the term deposit rate, can fluctuate on an ad hoc basis.

At the time of writing this report, the RBA's prevailing cash target rate was 0.25%. The following rates were being offered by the LGFA as at 30 June (previous years shown for comparison purposes):-

	2019-20	2018-19 %	2017-18 %	2016-17 %	2015-16 %
24-Hour at Call	0.45	1.25	1.50	1.50	1.75
90-day deposit	0.65	1.90	1.95	2.05	2.15

Given Fixed Term Deposits generally have a higher interest rate than the 24-hour at call, Council staff constantly monitor surplus cash requirements, in order to maximise investment return via Fixed Term Deposits. During the 2019-2020 year, we have experienced historic low interest rates, and the enticement to lock funds away for a period of less than 90 days has not always presented itself.

In accordance with Council's Treasury Management Policy, cash reserves have been utilised prior to drawing down new borrowings.

Council's Treasury Management Policy includes the following investment strategies:-

- Council funds that are not immediately required for operational needs, and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings, will be invested. The balance of funds, held in any operating bank account that does not provide investment returns at least consistent with 'at call' market rates, shall be kept at a level that is no greater than is required to meet immediate working capital requirements.
- Council funds available for investment will be lodged 'at call' or, having regard to differences in interest rates for fixed term investments of varying maturity dates, may be invested for a fixed term. In the case of fixed term investments, the term should not exceed a point in time where the funds otherwise could be applied to cost-effectively either defer the need to raise a new borrowing, or reduce the level of Council's variable interest rate borrowing facility.

When investing funds within the above criteria, Council staff will select the investment type which delivers the best value, having regard to investment returns, transaction costs, and other relevant and objectively quantifiable factors.

Relevance to Core Strategies / Policy

- Accounting Policies and Procedures Manual, Section 7.6 – Investments
- Accounting Policies and Procedures Manual, Section 14 – Treasury Management Policy
- Local Government Act 1999 Sections 139 and 140

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.2 Sound Financial Management

ATTACHMENTS

- Attachment 1:** Local Government Finance Authority SA, Audit Certificate as at 30 June 2020

Audit Certificate

Certificate detailing current with Local Government Finance Authority of S.A. as at 30 Jun 2020

Deal	Instrument	Interest Rate	Maturity Date	Principal	Accrued Interest
Prospect 01 Car Park Reserve					
58491	Council Dep - 24HR Mthly	0.45	01-07-2020	\$272,379.70	\$100.76
				\$272,379.70	\$100.76
Prospect 05 Open Space Reserve					
54761	Council Dep - FT Int Mat	0.65	16-09-2020	\$61,683.69	\$16.48
				\$61,683.69	\$16.48
Prospect General					
TempNewDeal1853	Council Dep - 24HR Mthly		01-07-2020	\$0.00	\$0.00
58492	Council Dep - 24HR Mthly		26-06-2020	\$0.00	\$5.01
				\$0.00	\$5.01
Total for City of Prospect					
				\$334,063.39	\$122.25


Davin Lambert
Senior Manager Treasury

Local Government Finance Authority of South Australia

Suite 1205
147 Pirie Street
ADELAIDE SA 5000
Phone (08) 8223 1550 Fax (08) 8223 6085
www.lgfa.com.au
ABN: 80 189 672 209

AGENDA ITEM NO.: 12.8

TO: Council on 28 July 2020

DIRECTOR: Ginny Moon, Director Corporate Services

REPORT AUTHOR: Chris Birch, Manager Financial Services

SUBJECT: Update on Council's Borrowing and Related Transactions 2019-2020

1. EXECUTIVE SUMMARY

A summary of Council's loan portfolio with the Local Government Finance Authority (LGFA) as at 30 June 2020, is provided at [Attachments 1-2](#).

As at 30 June 2020, Council's borrowing from the LGFA totalled \$15,719,662.54. Of which, \$1,278,254.56 was a loan secured on behalf of North Adelaide Football Club (NAFC).

Council's total loan borrowing was projected to be \$23,651,000, which was budgeted to include the construction of Payinthi and asset sale income. Of which, \$15,719,662 was locked in as fixed term loan, and \$7,931,000 was being funded by the Cash Advance Debenture (CAD) loan.

During 2019-2020, Council established a new Credit Foncier Loan for \$5,000,000 and a CAD loan for \$5,000,000 to complete construction of Payinthi, and to manage short term cashflow due to deferred asset sale settlements.

As at 30 June 2020, Council had sufficient surplus cash to repay both of the CAD loans in full (\$11m), thus saving on interest payable on these loans.

The Third Budget Review adopted by Council on the 28 April 2020, projected the net financial liabilities ratio (total liabilities less financial assets / total operating revenue) to be 78%, which is well within Council's target range of 10% to 90%

The current outstanding principal is approximately 7.64% of Council's Total Assets. This is comparable to having a \$38,200 mortgage on a \$500,000 property.

The Long Term Financial Plan (LTFP) contained within the Annual Business Plan 2020-2021 does not forecast any new loan borrowings. It includes the budget for principle and interest repayments of both fixed term loan and CAD loan. Subsequently, as detailed on page 42 of the Annual Business Plan 2020-2021, the net financial liabilities will gradually reduce over the life of the plan, with principal repayments reducing the ratio.

2. RECOMMENDATION

- (1) Council having considered Item 12.8 Update on Council's Borrowing and Related Transactions 2019-2020 report, receive and note the report.**

3. DISCUSSION

Council's existing policy in relation to borrowing as per section 7.14 of Council's Accounting Policy and Procedures.

Sections 134 and 135 of the Local Government Act that relate to the borrowing of money.

A summary of Council's loan portfolio with the Local Government Finance Authority as at 30 June 2020 is provided as Attachments 1-2.

As at 30 June 2020, Council's borrowing from the LGFA totalled \$15,719,662.54 (including the loan to the North Adelaide Football Club (NAFC) of \$1,278,254.56).

Council's total loan borrowing was projected to be \$23,651,000, which was budgeted to include the construction of Payinthi and asset sale income. Of which \$15,719,662 was locked in as fixed term loan, and \$7,931,000 was being funded by the Cash Advance Debenture (CAD) loan.

During 2019-2020, Council established a new Credit Foncier Loan of \$5,000,000 and a new Cash Advance Debenture (CAD) loan of \$5,000,000. These facilities were used to manage the cashflow needs of constructing Payinthi, and the deferral of asset sale settlements.

As at 30 June 2020, Council had sufficient surplus cash to repay both of the CAD loans in full (\$11m), thus saving on interest payable on these loans.

The total outstanding principal is approximately 7.64% of Council's Total Assets. Given the assets of the City, this is comparable to having a \$38,200 mortgage on a \$500,000 property.

Strategic Parameters

One of Council's Strategic Financial Parameters relates to *Borrowings and Financial Position* as follows (refer 2020-2021 Annual Business Plan, page 27):

"Borrowings and Financial Position - When should we borrow? How much can we borrow?"

Borrowings will be used to promote intergenerational equity within Council's prudential limits and capacity to repay. Net Financial Liabilities and associated net interest costs will be maintained within target.

Target: Net Financial Liabilities (30 June) <= 90% of Total Operating Revenue

As detailed below, Council's Net financial Liabilities for 2019-2020 is anticipated to be 78% (third budget review).

Net Financial Liabilities

Net Financial Liabilities is not the amount Council borrows but it measures Council's indebtedness. It is calculated by the following formula:-

Council's projected total liabilities (or total debt i.e. total loan principal outstanding and amount owing to creditors)

less

Council's projected net financial assets (i.e. liquid assets - term deposits, cash at bank, and amount owed to Council by current debtors).

The average Net Financial Liabilities Ratio for the next 10 years is projected to be approximately 34%. This is presented on page 42 of the Annual Business Plan 2020-2021. The forecast average is within Council's 10-year Net Financial Liabilities Ratio target range of 10%-60%.

The Third Budget Review adopted by Council on the 28 April 2020, projected the net financial liabilities ratio (total liabilities less financial assets / total operating revenue) to be 78%. This is within Council's target range of 10% to 90%.

The Long Term Financial Plan (LTFP) contained within the Annual Business Plan 2020-2021, does not forecast any new loan borrowings. It includes the budget for principle and interest repayments of both the fixed term and CAD loans. Subsequently, as detailed on page 42 of the Annual Business Plan 2020-2021, the net financial liabilities will gradually reduce over the life of the plan, with principal repayments reducing the ratio.

Interest Paid

The Interest cover ratio indicates the extent to which Council's commitment to interest expenses are met by total operating revenues.

Council's net interest (loan interest repayment less investment interest) for the 2019-2020 Financial Year has a projected result of approximately \$811,000. The loan interest repayments expense totalled \$950,000, whereas income from investments income totalled \$139,000. This amount includes repayment of interest from community groups, including the North Adelaide Football Club totalling approximately \$99,000.

Council's loan interest repayment for 2019-2020 is projected to be approximately \$811,000, which equates to 3.35% of Council's total operating revenue (per total operating revenue reported in the Third Budget Review for 2019-2020).

Cash Advance Debenture (CAD)

Council maintains CAD facilities (similar to a line of credit) of \$11,000,000. The historic facility of \$500,000 was occasionally used to meet short term needs of Council's funding requirements, in between rate instalments. The facilities were increased in recent years to assist with the cashflow of constructing Payinthi and deferred asset sale settlements. The Cash Advance rate was 2.2% as at the 30 June 2020, and provides the option to repay the principal when Council's cashflow permits. This includes repayment through surplus cash deposits at the time of quarter rate instalments. Only the principal drawn attracts interest payments with no penalty fees for not drawing funds.

Relevance to Core Strategies / Policy

- Accounting Policies and Procedures Manual, Section 7.13 – Loan Borrowings
- Accounting Policies and Procedures Manual, Section 14 – Treasury Management Policy
- Local Government Act 1999 Sections 134 and 135

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.2 Sound Financial Management

ATTACHMENTS

Attachments 1-2: Local Government Finance Authority SA, Audit Certificate as at 30 June 2020

Audit Certificate

Certificate detailing current Debenture Loans with Local Government Finance Authority of S.A. as at 30 Jun 2020

Deal	Maturity Date	CAD Facility End Date	Settlement / CAD Limit	Interest Rate	Principal	Accrued Interest
Prospect CA 109						
ProsCA109	15-04-2020	15-08-2026	\$500,000.00		\$0.00	\$0.91
ProsCA109	03-06-2020	15-08-2026			\$0.00	\$1,268.79
					\$0.00	\$1,269.70
Prospect CA 114 Cash Advance						
ProsCA114	01-07-2020	17-09-2033	\$5,500,000.00		\$0.00	\$0.00
ProsCA114	26-06-2020	17-09-2033			\$0.00	\$2,148.14
					\$0.00	\$2,148.14
Prospect CA 116 Cash Advance						
ProsCA116		15-10-2034	\$5,000,000.00		\$0.00	\$0.00
					\$0.00	\$0.00
Prospect DL						
105	15-07-2020		\$360,000.00	6.20	\$18,045.90	\$516.22
106	15-06-2025		\$1,600,000.00	6.75	\$716,718.10	\$2,114.91
107	15-03-2026		\$3,700,000.00	6.90	\$1,937,548.88	\$39,235.37
108	16-05-2026		\$1,880,000.00	7.00	\$1,278,254.56	\$11,184.73
110	15-06-2031		\$1,375,000.00	4.15	\$1,086,730.43	\$1,971.55
111	15-05-2033		\$3,492,000.00	4.80	\$3,156,915.57	\$19,353.26
112	15-05-2033		\$2,200,000.00	4.80	\$1,988,892.97	\$12,192.78
113	15-05-2028		\$804,000.00	3.67	\$665,702.44	\$3,120.30
115	15-07-2034		\$5,000,000.00	3.40	\$4,870,853.69	\$76,434.93
					\$15,719,662.54	\$166,124.05
Total for City of Prospect					\$15,719,662.54	\$169,541.89

Local Government Finance Authority of South Australia

Suite 1205
147 Pirie Street
ADELAIDE SA 5000
Phone (08) 8223 1550 Fax (08) 8223 6085
www.lgfa.com.au
ABN: 80 189 672 209

A handwritten signature in black ink that reads "R. Hardy".

Robert Hardy
Senior Manager Financial Markets

Attachment

**Local Government Finance Authority
of South Australia**

Suite 1205
147 Pirie Street
ADELAIDE SA 5000
Phone (08) 8223 1550 Fax (08) 8223 6085
www.lgfa.com.au
ABN: 80 189 672 209

AGENDA ITEM NO.: **12.9**

TO: Council on 28 July 2020

DIRECTOR: Simon Bradley, Director Infrastructure and Environment

REPORT AUTHOR: Russell King, Acting Manager Infrastructure and Assets

SUBJECT: East Waste 2019 Household Bin Audit Results

1. EXECUTIVE SUMMARY

In late October and early November of 2019 East Waste embarked on the largest and most comprehensive kerbside bin audit ever undertaken in South Australia. The audit included 2,143 bins from 700 households from East Waste's seven Member Councils. This included 301 bins from within City of Prospect's Council area. Material was collected, separated into approximately 100 categories, weighed, and counted.

The audit report is presented in two parts, East Waste Member Council Combined audit results and City of Prospect audit results and includes recommendations to improve results. It provides enormous insight into the disposal behaviours of our community and the opportunities to improve landfill diversion rates to reduce Council's waste processing costs and improve environmental outcomes related to resource recovery.

The audit results for the performance of the City of Prospect (October / November 2019) show:

- An estimated landfill diversion rate of 61.3%, an improvement on last financial year's figure of 52.3% and the Adelaide Metropolitan average of 52.1%
- 53.1% of the material found in the general waste bin was unrecovered resources that could have been recycled or composted
- Over a third of unrecovered resources found in the general waste bin was food and compostable items that should have been placed in the organics recycling bin
- The 8.1% contamination rate of the comingled recycling bin was the lowest amongst all East Waste councils and lower the Adelaide Metropolitan average of 13%
- Only 18% of food waste was properly disposed of.

The itemised and detailed audit report with an analysis of close to 100 categories of waste items provides an opportunity to target specific issues with data driven strategies to improve waste outcomes for the City of Prospect. Food waste undoubtedly presents our greatest opportunity and will be at the core of our strategies to reduce waste.

2. RECOMMENDATION

- (1) Council having considered Item 12.9 East Waste 2019 Household Bin Audit Results receive and note the report.**
-

3. DISCUSSION

The key areas of interest – waste diversion, resource recovery and bin contamination rates, and food waste observations – are summarised below and offer the greatest opportunities for data driven improvements to the household bin system and improve waste outcomes for the City of Prospect.

Waste Generation and Diversion

Key figures for the performance of the City of Prospect (October / November 2019) include:

- Estimated total landfill diversion of 61.3%
- Estimated combined household waste generation of 15.8 kilograms per household per week.

These figures can be compared to:

- Council's 2018/19 FY performance of:
 - Estimated total landfill diversion of 52.3%
 - Estimated combined household waste generation of 16.0 kilograms per household per week
- East Waste average figures obtained from the audit, including:
 - Estimated total landfill diversion of 62.1%
 - Estimated household waste generation of 16 kilograms per household per week
- Adelaide Metropolitan averages of:
 - 52.1 per cent landfill diversion for 2017/18.
 - 18.7 kilograms per household per week waste generation for 2016/17
- South Australia's Waste Strategy 2015 – 2020 target of 70% (by 2020)

Note that the audit is specific point in time (October / November 2019) and the results provide a snapshot of this period and therefore may not be representative of the average across a year. Estimated waste generation and landfill diversion figures are based on the audited materials and adjusted to consider bin presentation rates.

Unrecovered Resources and Contamination Rates

General Waste

- 53.1% of the material in the general waste bin was unrecovered resources that could have been recycled or composted
- The East Waste average is 52.8%
- Unrecovered resources included food and compostable items (36.9%), comingled recycling materials (14.5%) and E-waste (1.7%).

Comingled Recycling

- The contamination rate was 8.1%
- Compared to an East Waste average of 12.5% and Adelaide Metropolitan Average of 13%

- This represents an improvement from Council's performance in a July 2017 audit showing contamination rates of 10% and 32.5% from two samples.
- The top five contaminants in the comingled recycling bin were:
 1. General waste
 2. Soft plastics (plastic film, loose plastic bags etc.)
 3. Textiles (clothing, footwear, leather, rubber etc.)
 4. Mixed glass /fines (10-50mm)
 5. E-Waste

Organics Recycling

- The contamination rate was 2.1%
- Compared to an East Waste average of 1.5 per cent and Adelaide Metropolitan Average of 2%
- 97 per cent of garden organics materials found were correctly placed in the green bin
- The top five contaminants in the organics recycling bin were:
 1. Plastic packaged food
 2. Textiles
 3. Construction and demolition material (building materials and fittings)
 4. Hard plastic (empty bottles, food packaging trays, plant pots etc.)
 5. Soft plastic

Food Waste

The audit provided the opportunity to gain a greater understanding of food waste within the general waste and organics recycling bins. Food was separated into four different presentation categories: loose food, food in compostable bags, food in plastic packaging, and food in containers (e.g. tins, jars) and an assessment was made on whether the food was edible at time of disposal.

- 72% of food waste found in the general waste and organics recycling bin was edible.
- There is an estimated food waste generation of 2 kilograms per household per week.
- 44% of the food waste was fruit and vegetables, half of which was edible.
- 100% of the pasta/rice, bread and takeaway food found in the bins was deemed edible.
- Only 18% of food organics were disposed of correctly (placed loose or in compostable biobags into the green bin).

Attachment 1-60 provides the complete audit results and **Attachment 61** is an infographic providing a snapshot of key results for the City of Prospect.

Current Actions and Potential Initiatives to Reduce Contamination

Addressing food waste is the greatest opportunity. Food waste still makes up 36.9% in the general waste bins, and food waste is heavy. Waste is charged by weight, and general waste attracts a landfill levy of \$143/tonne. East Waste estimates that \$220,000 per year could be saved if all food and compostable materials were placed in the green bin rather than the general waste bin. This also has the greatest beneficial environmental impact.

Most people do not buy food with the intention of wasting it. As 72% of all food waste was edible, pursuing actions with a focus reducing food waste e.g. community education on meal planning and shopping, guidance on safe food storage, the difference between best-before and use-by dates, in addition to education on correct disposal would be beneficial.

There are also some interesting trials underway to assess if a weekly food and garden organics collection increases food waste diversion from landfill that we are waiting to see the results of.

Table 1: Food Waste Actions

Action	Responsibility	Status
Promote City of Prospect's Worm Farm and Compost Bin Incentive Scheme to encourage home composting to divert materials from landfill and the kerbside collection service.	City of Prospect	Ongoing
Roll out \$10,000 Kerbside Performance Plus Food Organics Incentives Program grant from Green Industries SA to supply kitchen organics baskets and associated education materials to another 1,000 households.	City of Prospect	Ongoing
Annual supply of compostable biobags for use in kitchen organics baskets were delivered to all households. November 2019 delivery included a 4-page booklet explaining the correct use of the kitchen organics basket.	City of Prospect East Waste	Ongoing
To facilitate uptake of kitchen organics baskets usage by residents we removed the requirement for statutory declaration to be completed for residents to request a replacement kitchen basket. This was a barrier to people requesting a new basket if they moved into the area or their first one failed.	City of Prospect	Ongoing
City of Prospect's Social Media – programming key food waste diversion messages supplied by East Waste's Education and Communications officer under the ' Why Waste It? ' campaign	City of Prospect East Waste	Ongoing
Community Information Sessions / Education Workshops. Develop program to deliver once COVID-19 restrictions have relaxed	City of Prospect	Scheduled January – June 2021
Waste Education Workshop – Cooking with Food Scraps Delivered in person at Nailsworth Community Centre.	City of Prospect East Waste KESAB	Delivered 26 February 2020
Waste Education Workshop – Why waste it when you can compost it? Online webinar	East Waste KESAB	Delivered 8 May 2020
Waste Education Workshop – Virtual tour of Jeffries Composting Facility Online webinar	East Waste Jeffries	Delivered 4 May 2020
Waste Education Workshop – Cooking with Food Scraps Online webinar Series	East Waste KESBAB	Delivered 28 May, 18 June, 25 June 2020
Waste Education Workshop – How to set up a worm farm Online webinar	East Waste KESAB	Delivered 13 June 2020
Waste Education Workshop – Composting at home Online webinar	East Waste KESAB	Delivered 26 June 2020

Action	Responsibility	Status
East Waste have commenced a two year study 'WWW (What, Where and Why) of Household Food Waste Behaviour' with the Fight Food Waste Cooperative Research Centre, the University of Adelaide, Green Industries SA and sub-contractor Rawtec. Improved understanding of food waste behaviour will allow research partners to design efficient programs to reduce household food waste from entering landfill.	East Waste Fight Food Waste CRC	May 2020 – July 2022
Micro-audits of individual households. As part of the above study East Waste are working with City of Burnside to conduct micro-audits and community education, results of intervention will be monitored using East Waste's RFID and bin-weighing technology currently fitted to trucks servicing Burnside. City of Prospect has RFID chips fitted to all kerbside bins, and bin weighing capabilities are expected to be rolled out as the truck fleet servicing Prospect is upgrade later this year. Subject to cost and budget availability.	City of Prospect East Waste	Potential 2021-22 FY
Submit response to Green Industries SA's public consultation on <i>South Australia's Food Waste Strategy – Valuing our Food Waste 2020</i> , the State's first comprehensive strategy for reducing and preventing food waste being sent to landfill.	City of Prospect East Waste	Due Friday 28 August
Registered to participate in the LGA's 'Food for the Earth' initiative in partnership with Adelaide Metropolitan Councils and Woolworths. The proposal is for Woolworths to supply compostable barrier bags for customers to place loose fruit and vegetables into. Customers will be asked reuse bags to collect food scraps for the food and garden organics bins. Council's involvement is in supplying kitchen organics baskets for Woolworths to distribute to customers during a 6 week promotional period, with Council's benefiting from the Supermarket's communications strategy and reach through their customers. A smaller year-long trial with 2 supermarkets in the City of Holdfast Bay resulted in 117% more food being diverted from landfill to green organics bins. City of Prospect's contribution to this initiative is \$2,666. This project has not yet been released to the public.	City of Prospect LGA Adelaide Metro Councils Woolworths	First half 2021

While City of Prospect presented low rates of contamination of the comingled and organics recycling bins in this audit, contamination is still an issue as instances of significant contamination levels impact on the cost for processing the materials at a materials recovery facility or commercial composter. There is a reliance on the continued behaviour change education of households, however, there are some legislated change opportunities presented with the Single Use Plastic ban legislation introduced to parliament in 2020 and the draft *South Australia's Waste Strategy 2020-2025* currently open to public consultation.

Table 2: Comingled and Organics Recycling Actions

Action	Responsibility	Status
Comingled and Organics Recycling Contamination – Letters and education packs for residents. Weekly contamination reports are received from East Waste and once verified, education packs sent to residents who have been identified presenting contaminated bins.	City of Prospect East Waste	Ongoing
City of Prospect's Social Media – programming key recycling messages supplied by East Waste's Education and Communications officer under the ' Why Waste It? ' campaign	City of Prospect East Waste	Ongoing
Which Bin? State-wide campaign to encourage South Australians to improve their household waste management and reduce the amount sent to landfill being run by State Government. There are a series of TV, radio and social media commercials directing people to the whichbin.sa.gov.au website	Government of South Australia	Ongoing
Push Notifications – My Local Services App. This app is available to any of our residents to download for free. The app also provides reminders of our waste collection schedule and links to 'WhichBin?' A-Z directory for items. As of February 2020 there were 1,543 residents in the City of Prospect using the My Local Services App.	East Waste	Ongoing
Develop communications strategy for waste and contamination reduction <ul style="list-style-type: none"> - Audit Results - Key behaviour change messages for issues identified in Household Bin Audit - Current diversion rates and targets to aim for - Community Education Workshops - Prospect Magazine articles - Regular website updates 	City of Prospect	In progress Due July 2020
Communicate audit results to community and target key areas for improvement <ul style="list-style-type: none"> - Summary article in August's edition of Prospect Magazine - Full results and top 5 issues for households to tackle for each bin to be published on website to coincide with magazine delivery date - Social media announcements to direct people to website for more information 	City of Prospect	In progress Due August 2020
Why Waste it? Let's sort it. 12 page booklet on correct disposal of materials in the kerbside bins scheduled to go out in the Q1 rates notices.	City of Prospect	Scheduled August 2020
Partner with Stakeholders to deliver community education workshops for key dates once COVID-19 restrictions have relaxed. Key dates on the waste calendar include: National Recycling Week (November), Composting Awareness Week (May) and Plastic Free July.	City of Prospect	Scheduled January – June 2021
Waste Education Workshop – Virtual tour of NAWMA's Materials Recovery Facility Online webinar	East Waste NAWMA	Delivered 5 June 2020
Waste Education Workshop – Which bin and where does it go Online – Live Q&A	East Waste KESAB	Delivered 16 June 2020
Waste Education Workshop – Virtual tour of waste and recycling facilities Online webinar	East Waste KESAB	Delivered 19 May, 3 June,

Action	Responsibility	Status
		23 June 2020
Waste Education Workshop – <i>Virtual tour of local businesses involved in Circular Economy</i> Online webinar	East Waste KESAB	Delivered 3 June 2020 23 June 2020
Waste Education Workshop – <i>Make your own beeswax wraps</i> Online webinar	East Waste KESAB	Delivered 23 May, 10 June, 27 June 2020
Waste Education Workshop – <i>DIY Cleaning and Personal Care Products</i> Online webinar	East Waste KESAB	Delivered 30 May 2020
Submit response to Green Industries SA's public consultation <i>South Australia's Waste Strategy 2020-2025</i>	City of Prospect East Waste	Due Friday 28 August

This report outlines Household Bin Audit results and the actions currently taken by City of Prospect as well as potential actions that the Council can take to reduce contamination levels. There is a strong reliance on behaviour change programs through resident education.

Implications, Related Questions and Further Information

Financial and Resource Implications

Actions and staff time is included as part of the Environment & Sustainability Officer's role and recurrent Environment budget.

Relevance to Core Strategies / Policy

- *Local Government Act, 1999*
- Draft South Australia's Waste Strategy 2020-2025

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Strategy 1.1 Know our community

Strategy 1.2 Environmentally active, sustainably focused

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.3 Responsible Waste Management

Intelligent Community Indicators

3. Innovation: Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).
6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.

ATTACHMENTS

Attachments 1-60: East Waste 2019 Household Bin Audit. May 2020.

Attachments 61: Infographic: Snapshot of key findings for City of Prospect Bin Audit 2019

East Waste 2019 Household Bin Audit

May 2020

Attachment



Document verification

Date	Version	Title	Prepared by	Reviewed by	Approved by
24 Jan 2020	V1	East Waste 2019 Household Bin Audit Report (Draft)	K Le Gallou & J Webb	M Allan, M Rawson	J Webb
8 April 2020	V2	East Waste 2019 Household Bin Audit Report (Final Draft)	J Webb	J Webb, K Le Gallou	J Webb
11 May 2020	V3	East Waste 2019 Household Bin Audit Report (Final)	J Webb	J Webb	J Webb

Important notes

This document has been prepared by Rawtec Pty Ltd (Rawtec) for a specific purpose and client (as named in this document) and is intended to be used solely for that purpose by that client.

The information contained within this document is based upon sources, experimentation, and methodology which at the time of preparing this document were believed to be reasonably reliable and the accuracy of this information subsequent to this date may not necessarily be valid. This information is not to be relied upon or extrapolated beyond its intended purpose by the client or a third party unless it is confirmed in writing by Rawtec that it is permissible and appropriate to do so.

Unless expressly provided in this document, no part of this document may be reproduced or copied in any form or by any means without the prior written consent of Rawtec or the client.

The information in this document may be confidential and legally privileged. If you are not the intended recipient of this document (or parts thereof), or do not have permission from Rawtec or the client for access to it, please immediately notify Rawtec or the client and destroy the document (or parts thereof).

This document, parts thereof or the information contained therein must not be used in a misleading, deceptive, defamatory or inaccurate manner or in any way that may otherwise be prejudicial to Rawtec, including without limitation, in order to imply that Rawtec has endorsed a particular product or service.

Executive summary

Audits of household waste are common across Australia and tend to yield routine results. In October/November of 2019, East Waste with support from Rawtec and Dynamic 3E, embarked on the largest and most comprehensive household bin audit ever undertaken in SA. This audit went beyond previous audits to provide detailed data on contamination, food waste and container disposal habits. The audit included 2,143 bins across all three streams from 700 households from East Waste's seven Member Councils of Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Mitcham, City of Norwood Payneham & St Peters, City of Prospect and Town of Walkerville. Material was collected, separated into approximately 100 categories, weighed, and counted.

Key findings from the audit are outlined below. Note that the audit is specific point in time and the results provide a snapshot of this period and therefore may not be representative of the average across a year.¹

Waste generation

Household waste generation at the time of the audit include:

- East Waste average: 16 kilograms per household per week (kg/hh/wk). This is compared to the:
 - East Waste 2018/19 average household waste generation of 16.7 kilograms per week².
 - Adelaide Metro average of 18.7 kilograms per household per week in 2016/17³.
- Council with the lowest waste generation: Town of Walkerville at 13.8 kg/hh/wk.
- Council with the highest waste generation: Adelaide Hills Council at 17.6 kg/hh/wk.

Landfill diversion

Household diversion of waste from the general waste bins through using the comingled recycling and organics recycling bins at the time of the audit, include:

- East Waste average: 62.1 per cent. This is compared to the:
 - Whole of East Waste 2018/19 landfill diversion of 54.7 per cent²
 - Adelaide Metro 2017/18 landfill diversion rate of 52.1 per cent.⁴
- Highest performing council: City of Mitcham at 68.2 per cent
- Lowest performing council: Adelaide Hills Council at 56.2 per cent.

Unrecovered resources

Unrecovered resources are organics, comingled recyclables and E-waste etc. disposed of into general waste bins that can be recycled if separated correctly.

- On average, 52.8 per cent household general waste bins are considered unrecovered resources.
- Highest performing council: City of Norwood Payneham & St Peters with 50.3 per cent of material in general waste bins considered unrecovered resources.

¹ The audit took place in Oct/Nov 2019 which may result in larger volumes of garden waste. To provide a reality check of the audit data, a snapshot of waste generation and landfill diversion for the 2018/19 FY is provided in Appendix 2.

² Based on kerbside tonnages collected for 2018-19 reported in the Eastern Waste Management Authority Annual Report 2018-2019 and 2018 population estimates for each council provides by profile.id.com.au (Community Profile for each Council)

³ Adelaide Metropolitan Area Kerbside Waste Performance Report 2016-17, Green Industries SA, 2019.

⁴ South Australia's Recycling Activity Survey 2017-18 Report, Green Industries SA, 2019.

- Lowest performing council: Town of Walkerville with 55 per cent of general waste bin material considered unrecovered resources.

Comingled recycling contamination

Contamination in the comingled recycling varied between councils. These can be compared to the Metro Adelaide average (2011-2014)⁵ of 13 per cent.

- East Waste average: 12.5 per cent
- Highest performing: City of Prospect at 8.1 per cent
- Lowest performing: Campbelltown City Council at 21.3 per cent

Organics recycling bin contamination

Contamination in the organics recycling was low compared to the Metro Adelaide of 2 per cent⁶.

- East Waste average: 1.5 per cent
- Highest performing: Adelaide Hills Council at 0.5 per cent
- Lowest performing: City of Norwood, Payneham & St Peters at 2.2 per cent

Food waste

This audit provided a level data on food waste disposal behaviour that has not previously been available.

- General waste bins contain a substantial proportion of unrecovered food waste (27.1 per cent). This consisted of 20.8 per cent loose food and in compostable bags, 5.0 per cent plastic packaged food and 1.3 per cent in containers.
- Disposal of food in the general waste was mostly loose (76 per cent of food) whereas in the organics recycling most food was disposed using compostable bags (72 per cent). Increasing use of compostable bags may encourage residents to separately collect and recycle their food waste.
- Approximately half of food waste thrown away was vegetables (25 per cent) and fruit (23 per cent).
- Across all food waste, 75 per cent was identified as edible. Additional guidance on safe food storage, the difference between best-before and used-by dates may be beneficial.

Material separation efficiency

Material separation efficiency is the proportion of recyclable material for a given stream (e.g. organics) that is correctly presented and disposed of into the appropriate bin where it can be recovered/recycled. It provides an insight into how well residents are separating recyclable materials.

Results varied between councils. On average the material stream with the highest separation efficiency was garden organics at 95 percent. The material stream with the lowest separation efficiency was food organics at only 13 per cent. Material separation efficiency across all material streams for East Waste Member Councils (on average) ranked from highest performing to lowest performing, include:

1. Garden organics: 95 per cent
2. Glass: 88 per cent
3. Paper cardboard: 85 per cent
4. Hard plastics: 50 per cent
5. Metals 39 per cent

⁵ Adelaide Metropolitan Area Kerbside Waste Performance Report 2016-17, Green Industries SA, 2019. Not this is based on audits undertaken between 2011 and 2014.

⁶ Adelaide Metropolitan Area Kerbside Waste Performance Report 2016-17, Green Industries SA, 2019. Not this is based on audits undertaken between 2011 and 2014.

6. Food organics: 13 per cent.

Container deposit scheme and non-container deposit scheme containers

During the audit, containers found in general waste and comingled recycling bin material was separated into 23 container deposit scheme (CDS) and non-CDS beverage container (e.g. wine, spirit bottles and milk bottles) categories, and a non-beverage single-use plastic containers (e.g. shampoo bottles, washing liquid) category. There were a small number of containers found in the organics recycling bins but were considered insignificant and not included in the analysis. The report's glossary provides example photos of the CDS/non-CDS container type categories.

In terms of CDS beverage containers identified during the audit:

- On average, East Waste households dispose of an estimated 2.2 CDS beverage containers into comingled recycling and general waste bins per week, ~115 (8.4 kilograms) per annum.
 - City of Burnside households dispose of the most CDS beverage containers, with 3.5 containers disposed of per household per week (180 per year).
 - Town of Walkerville households dispose of the lowest number of CDS beverage containers with 1.3 containers disposed of per year (68 per year).
 - The most common CDS beverage container was PET plastic containers (greater than 150ml).
- East Waste households are correctly disposing of approximately 80 per cent of all CDS beverage containers (into comingled recycling bins) that are disposed of via the household bins:
 - City of Mitcham had the highest a correct disposal rate at 89.8 per cent.
 - Campbelltown City Council had the lowest correct disposal rate at 63 per cent.

In terms of non-CDS beverage containers identified during the audit:

- East Waste households dispose of an estimated 2.7 non-CDS beverage containers into comingled recycling and general waste bins per week, totalling ~142 (55.9 kilograms) per annum.
- The non-CDS container type that was the greatest proportion of all bin material by percentage weight was glass wine bottles (4.1 per cent), with an estimated 21.5 kilograms of wine bottles disposed by East Waste households per annum. Additionally:
 - The majority (~95 per cent) of glass wine bottles were disposed of into comingled recycling bins
 - Glass wine bottles make up a considerable proportion of comingled recycling bins material on average (12.7 per cent). An estimated 20.2 kilograms of wine bottles are disposed of into comingled recycling bins by East Waste households per annum.
 - The percentage weight of glass wine bottles in comingled recycling bins for each council, ranged between 7.0 per cent for the Adelaide Hills Council and 18.3 per cent for the Town of Walkerville.

The top five containers types (by count of items) of non-CDS beverage containers disposed of into household bins by East Waste houses (average across all councils) were:

1. Plastic HDPE Milk cartons: 1 per hh per week (51 per annum)
2. Glass wine bottles: 0.8 per hh per week (39 per annum)
3. LPB foiled milk drinks: 0.4 per hh per week hh per annum (22 per annum)
4. LPB non-foiled milk drinks: 0.2 per hh per week (11 per annum)
5. Glass Non-CDS Spirit: 0.1 per hh per week (5 per annum).

Disposal of non-beverage single-use plastic containers (e.g. shampoo bottles, washing liquid containers) into comingled recycling and general waste bins was estimated at 3.4 per hh per week, totalling around 176 (8.1 kilograms) per annum.

Recommendations

The scale of this audit has provided a new level of detail of household bin disposal behaviour for East Waste and its Member Councils. The sections below provide some key areas where the findings from this audit can be used to make data driven improvements to the household bin system. This will not only benefit East Waste's services and education programs, but also household bin systems across the state.

BIN CONTAMINATION

Reducing contamination in both the organics recycling and comingled recycling streams should remain a high priority for East Waste. This includes:

- Investigating additional ways of identifying and reporting contamination at a household level, using current (and future) technology available on collection vehicles.
- Linking the baseline results provided in this report with identified contamination events of households and providing feedback on the importance of reducing contamination to individual households and enforcing service penalties if repeated by households without improvement (e.g. removing bins).

FOOD WASTE

This audit has provided a level data on food waste disposal behaviour that hasn't previously been available which should be used to inform not only behaviour change programs for food waste within the waste and resource recovery sector, but also to drive the design of food waste packaging across the food manufacturing, distribution and supply sectors.

CDS AND NON-CDS CONTAINERS

The audit found that across East Waste on average, 20 per cent of CDS beverage containers disposed of into household bins, are going to landfill via general waste bins with no chance of recovery at the comingled recycling MRF. These findings show the need for continuing education for households on the importance of correct disposal of CDS beverage containers and driving wider behaviour change on container disposal habits.

Additionally, the level of detail on container disposal behaviour obtained from the audit, should be used to drive and support improvements to recycling systems and the circular economy. This includes:

- Improvements to South Australia's container deposit scheme. For example, including (current) non-CDS beverage containers types that impact the effectiveness of the household comingled recycling bin service (e.g. glass wine and spirit bottles that can break during collection and sorting, which contaminate other recyclables such as paper/cardboard.)
- Improving product stewardship for beverage and non-beverage container manufacturing. For example, phasing out container types that:
 - Can have a negative impact on human health and the environment (e.g. PVC, which is still being used for some cordial containers).
 - Are difficult or unable to be recycled locally (e.g. foiled LPB containers, which currently have no large scale recycling options in Australia).

CONTENTS

Executive summary.....	i
Acronyms.....	1
Glossary.....	2
Terms	2
Category example photos	3
Project background.....	6
Audit sample	7
Audit sample.....	7
Bin sampling method.....	8
Analysis of audit data.....	8
East Waste Member Councils combined.....	10
Bins collected.....	10
Total weight of materials collected.....	10
Waste generation and diversion.....	11
Bin composition.....	13
Comparison of unrecovered resources and contamination rates.....	16
Food waste	17
Material separation efficiency.....	21
Compostable bag usage	22
CDS and non CDS containers.....	25
Audit recommendations	33
Overall recommendations	33
Bin contamination.....	33
Unrecovered resources.....	33
City of Prospect.....	35
Waste generation and diversion.....	36
Bin composition.....	38
Food waste	41
Material efficiency.....	43
Compostable bag use	43
CDS and non-CDS containers.....	44
Example audit photos	47
Appendix 1 – Audit categories	50
Appendix 2 – East Waste Member Council 2018/19 performance snapshot	52

Acronyms

ABS	Australian Bureau of Statistics
CDS	Container Deposit Scheme
HDPE	High Density Polyethylene
LBP	Liquid Paper Board
PET	Polyethylene Terephthalate
PP	Polypropylene
PS	Polystyrene
SA	South Australia
C&D	Construction and demolition

Glossary

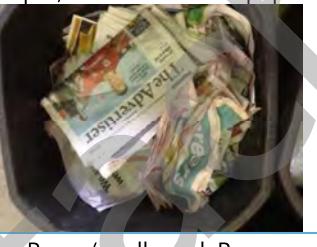
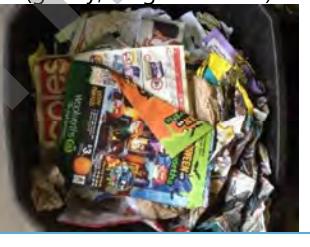
Terms

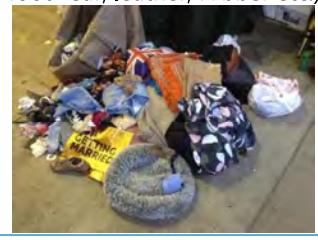
General waste bin	Red or blue household bins provided to households by councils for the placement of items and materials that cannot be placed into the comingled recyclables bins or organics bins (e.g. soft plastic, Pyrex/window glass, rope, garden hoses broken glassware and crockery (wrapped), polystyrene and foam packaging and trays).
Comingled recycling bin	Yellow lidded household bin provided to residents by councils for placing non-organics recyclable items into (e.g. paper cardboard, LPB, glass, metal and rigid plastic containers, and other recyclables).
Organics recycling bins	Yellow lidded household bin provided to residents by councils for placing organic items or materials suitable for composting (e.g. food waste, garden waste, certified compostable liners, and packaging).
Household bins	For the purpose of this report it includes the red/blue waste bins or commingled recyclables bins provided to households by councils for placing waste or non-organic recyclable items or materials into.
E-waste	Includes electronic waste that is banned from landfill in SA, including batteries, small E-waste items (e.g. mobile phones, chargers) and large E-waste items (e.g. white goods, kitchen appliances, cables etc.)
Residual waste	Includes materials or items not suitable for disposal into comingled recycling or organics recycling bins and that are not potentially hazardous to human health or the environment (e.g. textiles (clothing, footwear, leather, rubber etc.), sanitary products).
Unrecovered resources	These are recyclable materials disposed into general waste bins that could be recycled through the comingled recycling, organics recycling bin, or drop-off at a recycling facility (e.g. e-waste, which is recyclable through drop off e-waste recycling stations/facilities around Adelaide) if separated appropriately.
Earth based	Includes dust (e.g. from vacuum cleaners), dirt, rock, ash most suitable for disposal in general waste bins.
Hazardous waste	Includes waste that is potentially hazardous to human health or the environment that should be specially handled and disposed of for example light globes (e.g. fluorescent tubes), medical waste (e.g. needle sticks, bio contaminants, pills, drugs), other hazardous material (e.g. gas bottles, chemicals, engine oil, paint tins containing paint, asbestos).
Building waste	Materials or items typically disposed of by the building industry (e.g. fittings, plaster, treated timber)

Category example photos

Table 1: Glossary of categories including example photos



Plastic: Non-CDS PET other	Plastic: Non-CDS PET soft drink	Plastic: Non-beverage single-use plastic containers	Plastic: Squeeze packs (e.g. Yogurt, toothpaste,)
			
Plastic: Rigid plastics (food packaging, trays, plant pots)	Plastic: Other rigid plastic (lids, other small plastic)	Soft Plastic (plastic film, loose plastic bags etc.)	Plastic: Polystyrene
			
LPB: Bottles and containers CDS Foil >150ml	Paper/cardboard: LPB CDS non-foiled >150ml	Paper/cardboard: LPB Non-CDS Foil Juice drink	Paper/cardboard: LPB non-CDS foil milk drink
			
Paper/cardboard: LPB non drink	Paper/cardboard: Newspaper	Paper/cardboard: Paper (glossy, magazines etc.)	Paper/cardboard: Paper (white/coloured office etc.)
			
Paper/cardboard: Coffee cups (disposal)	Paper/cardboard: Paper (shredded loose)	Paper/cardboard: Cardboard	Paper/cardboard: Paper (shredded in bags)
			
Paper/cardboard: Soiled paper/cardboard (compostable, tissues)	Recyclables: Mixed recycling in plastic bags	Food/kitchen (in compostable starch bags)	Organics: Food/kitchen (loose)
	No photo example available		

Organics: Containerised food (jars, bottles, cans or tins)	Organics: Plastic packaged food (plastic containers and bags etc.)	Organics: Drinks in containers	Organics: Garden waste (lawn clippings, leaves, weeds, prunings, branches etc.)
			
Organics: Wood (compostable)	Organics: Pet waste (loose and in compostable bags)	Organics: Bagged garden waste (including pet waste in non compostable bags)	C&D/Earth Based: C&D material (building materials and fittings)
	No photo example available		
C&D/Earth Based: Dust, dirt, rock, ash	E-waste: Household batteries	E-waste: Small - mobile phones, chargers etc.	E-waste: Large - electrical goods, kitchen appliances, cables etc.)
			
Hazardous: Light globes (including fluorescent tubes)	Hazardous: Medical waste (needle sticks, bio contaminants, pills, drugs)	Hazardous: Hazardous material (gas bottles, chemicals, engine oil, paint tins containing paint etc.)	Hazardous: Other Hazardous - specify (e.g. asbestos)
			No photo example available
Residual: General waste (loose and in bags)	Residual: Ceramics	Residual: Textiles (clothing, footwear, leather, rubber etc.)	Residual: Sanitary (nappies and hygiene products)
			

Project background

East Waste is a regional waste subsidiary operating across seven Member Councils in Adelaide and is responsible for approximately 20 per cent of Adelaide's household bin collections. Member Councils include Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Mitcham, City of Norwood, Payneham & St Peters, City of Prospect and Town of Walkerville.

East Waste and its Member Councils are committed and driven to reduce waste to landfill, maximise resource recovery and deliver a high level of waste education. Undertaking household bin audits help to understand the waste and recycling disposal habits of households. Data driven decision making is vital for improving services and designing behaviour change and education programs.

Audits of household waste are common across Australia and depending on the area, bin systems and resources, yield routine results. A key motivator for this audit, was to significantly increase East Waste's understanding of resident disposal behaviour through undertaking a larger scale and innovative audit. Therefore, along with typical audit categories, the audit included more than 100 total audit categories with additional focus on food waste and Container Deposit Scheme opportunities. This has provided a new level of detail on household disposal habits.

Food Waste

Composting food waste through the organics bin, rather than landfilling can provide numerous environmental and financial benefits. During the audit, East Waste were keen to understand not only the quantum (volume) of opportunity for diverting more food waste from landfill, but also exactly what and how food is being discarded. To achieve this, the audit involved first separating food waste into its household disposal method (loose, plastic bagged, compostable bags, still packaged). It was then separated into 10 distinct categories (meat, dairy, fruit, breads etc.). Finally, it was assessed to see what percentage of the food waste was edible (at time of disposal), providing valuable insights into food waste disposal habits.

Container Deposit Scheme Opportunities

South Australia's Container Deposit Scheme (CDS) legislation commenced in the state in 1977. Since its inception, the scheme's overall design has remained mostly unchanged. Recently there has been a strong call from the public and industry, to revise and update the scheme and potentially include other containers, particularly wine and spirit bottles in the CDS. This is in part due to increasing awareness that:

- Glass can create significant challenges in the comingled recycling stream, impacting on the quality of materials recovered at MRFs and increasing the amount of glass fines requiring disposal, usually into landfill at great cost.
- Glass that is separated by colour has a higher commodity value and is easier to recycle, rather than mixed broken glass.

To respond to these calls, the SA State Government began reviewing the CDS in 2019. To assist in the review, the SA EPA partnered with East Waste during the audit, to enable a greater level of detail identifying the current levels of CDS and potential (currently) non-CDS containers (beverage and non-beverage) disposed of into household bins during the audit.

This report provides an overview of the results from the audit, as well as an outline of the work undertaken, and recommendations to inform behaviour change campaigns at East Waste.

Audit sample

Audit sample

The audit sample targeted auditing the household bins presented by 100 households (at least 300 bins⁷) per Member Council, including:

- 100 general waste bins
- 100 recycling bins
- 100 organics recycling bins.

Australian Bureau of Statistics (ABS) data⁸ was used to determine the audit sample, including average income per week and the proportion of multi-unit dwellings⁹ (MUDs). Based on analysis of data from the ABS and Profile ID, MUDs make up approximately

- 6 per cent of Adelaide Hills Council
- 33 per cent of City of Burnside
- 27 per cent of Campbelltown City Council
- 21 per cent of City of Mitcham
- 49 per cent of City of Norwood, Payneham & St Peters
- 32 per cent of City of Prospect
- 38 per cent of Town of Walkerville.

Other considerations that were incorporated (where possible), in the selection of dwellings audited for each council, included sampling a mixture of:

- Low, medium and high-income demographics
- Leafy suburbs and more dense suburbs.

Table 2 below provides a summary of the suburbs included in audit sample for each council.

Table 2: Suburbs included in audit sample for each council

Adelaide Hills Council	City of Burnside	Campbelltown City Council	City of Mitcham ¹⁰	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville
Lobethal	Tusmore	Paradise	Bedford Park	Payneham	Prospect	Walkerville
	Leabrook	Newton	Clapham	Payneham South		
	Erindale		Eden Hills	Trinity Gardens		
			Pasadena	Firle		
			St Marys	St Morris		

⁷ Please note that where multiple bins were presented by a household, all bins were collected to provide accurate analysis on composition and waste generation at a household level.

⁸ Sourced from analysis of ABS data provided by profile.id.com.au/ (accessed Sept 2019).

⁹ Definition of MUDs includes all medium density (consisting of semi-detached, row, terrace, townhouses and villa units, plus flats and apartments in blocks of 1 or 2 storeys, and flats attached to houses) and high density (consisting of flats and apartments in 3 storey and larger blocks) dwellings.

¹⁰ Suburbs audited from the City of Mitcham were exclusively from households that were participating in a trial delivering free kitchen caddies, compostable bags, and education materials to selected households to improve food waste recycling through organics recycling bins.

Bin sampling method

The audit took place on residents' regular collection day in October/November 2019 and was scheduled to avoid public and school holidays. An audit supervisor accompanied the truck to guarantee the sampling method. Collection of the bins took place over two weeks for each council.

The sampling method for the audit considered as closely as possible to:

- Provide results that accurately reflect council demographics and proportion of MUDs.
- The *Guide to Kerbside Performance Reporting - Zero Waste SA, 2007*.
- Methods and principles based on Rawtec's previous experience in household bin auditing across Australia.

Key principles included:

- Where possible, based on the presentation of bins, the same houses were sampled for each bin collected. If a house did not present a bin, the next available bin was collected.
- Preference was given to collecting general waste and organics recycling bins in the first week. This was to increase the chances of collecting the comingled recycling bin from the same household.
- Collecting the first bin from each street and then every second house was sampled.

Waste and recycling materials collected from the audit were delivered to the East Waste depot, 1 Temple Court Ottoway. Dynamic 3E sorted and weighed the material based on material type. The list of categories is in Appendix 1 - Audit categories.

Analysis of audit data

Where figures are presented as household per week/annum totals (e.g. for waste generation, number of containers disposed of into bins by households), these are based on adjusted audit findings for frequency of collection and presentation rates (identified during the audit and provided by the councils) for the different bin types for each council. This enables approximate extrapolation of the household per week/annum figures across all households in the audited council areas.

Findings for the all East Waste Member Councils combined results are based on weighted averages. This includes for individual container types across the audited council where the categories were able to be separated during the audit for each audited council (e.g. non-beverage single-use plastic containers were unable to be separated during the audit for City of Mitcham).

East Waste Member Councils Combined

Audit results

Attachment

East Waste Member Councils combined

The results from each council have been combined and analysed to provide insight into East Waste's performance overall.

Bins collected

The total number of bins collected exceeds the number of sampled households (Table 3). Where multiple bins were presented by a household, all bins were collected to provide accurate analysis on composition and waste generation. Note that no differentiation was made between additional bins provided by Council and those that residents may have sourced themselves.¹¹

Table 3: Total number of bins collected and audited

Council	General waste	Comingled recycling	Organics recycling	Total
Adelaide Hills Council ¹³	100	100	103	303
City of Burnside	100	101	109	310
Campbelltown City Council	101	100	102	303
City of Mitcham ¹²	100	100	102	302
City of Norwood, Payneham & St Peters	101	100	102	303
City of Prospect	100	100	101	301
Town of Walkerville	104	102	115	321
Total number of bins collected	706	703	734	2143

Total weight of materials collected

The total weight of the materials collected as part of the audit and audited is outlined in Table 4. Adelaide Hills Council had the largest weight of general waste and organics recycling material in the audit sample; Burnside had the largest weight of comingled recycling material in the audit sample. The Town of Walkerville had the lowest weight of general waste, whilst the City of NPSP had the lowest amount of comingled and organic recycling in the audit sample.

Table 4: Total weight of the materials collected and audited from each council

Council	General waste (kgs)	Comingled recycling (kgs)	Organics recycling (kgs)	Total (kgs)
Adelaide Hills Council ¹³	954	823	3,116	4,893
City of Burnside	777	1,051	2,429	4,257
Campbelltown City Council	745	743	2,385	3,873
City of Mitcham ¹²	676	983	2,336	3,995
City of Norwood, Payneham & St Peters	950	716	2,141	3,807
City of Prospect	817	897	2,332	4,046
Town of Walkerville	714	1,044	2,147	3,905
Total weight (kgs)	5,632	6,256	16,886	28,774

¹¹ The Town of Walkerville residents can supply and present as many organics bins as they wish.

¹² Note these are only households from the Thursday collection zone and part of the organics trial.

¹³ Township of Lobethal audited for the Adelaide Hills Council

Waste generation and diversion

Figure 1 provides the estimated waste generation and landfill diversion performance at the time of the audit, based on the audited materials with adjustment to consider bin presentation rates and bin collection frequency. This provides a high-level estimate of the performance for all East Waste Member Councils combined at the time of the audit (Oct/Nov 2019). Key figures from this graph include:

- Estimated total landfill diversion of 62.1 per cent.¹⁴
- Estimated household waste generation of 16 kilograms per household per week.

Estimated waste generation (kg/hh/wk) and household bin diversion (%)



Figure 1: Estimated waste generation (kg/hh/wk) and household bin diversion for East Waste Member Councils combined

These figures can be compared to:

- Landfill diversion and household waste generation performance for all Member Councils combined based on the total tonnes collected during the 2018/19 FY by East Waste (detailed in Appendix 2) of:
 - Estimated total landfill diversion of 54.7 per cent.
 - Estimated household waste generation of 16.7 kilograms per household per week
- Adelaide Metro averages of:
 - 52.1 per cent landfill diversion for 2017/18¹⁵
 - 18.7 kilograms per household per week waste generation for 2016/17¹⁶.
- South Australia's Waste Strategy 2015-2020 (Waste Strategy) target of 70% (by 2020).

Please note the 2018/19 FY figures are based on total serviced properties, which includes some servicing of commercial businesses not included during the audit.

¹⁴ Please note that this diversion rate from landfill represents the household bin diversion only (prior to processing) and is based on weight and available presentation data. It does not consider the levels of contamination that were found (outlined in detail below) in the comingled and organics recycling bins, which upon passing through a materials recovery facility or compost facility, end up in landfill.

¹⁵ South Australia's Recycling Activity Survey 2017-18 Report, Green Industries SA, 2019.

¹⁶ Adelaide Metropolitan Area Kerbside Waste Performance Report 2016-17, Green Industries SA, 2019.

The comparison shows an increase in the estimated landfill diversion performance at the time of the audit compared to the total landfill diversion for 2018/19. This may be because of the timing of the audit was in spring which has higher generation of garden waste and may not be representative of the average across a year. Additional factors need to be considered when comparing these data points, including audit sample areas, commercial properties with council bin services (not considered during the audit), accuracy of reporting for tonnages and number of serviced properties, unoccupied dwellings at the time and new developments of the audit, education program etc.

Figure 2 below provides a summary of the individual Council's estimated waste generation and diversion based on the audit results and adjusted to consider presentation rates.

Est. waste generation (kg/hh/wk) and kerbside diversion (%)



Figure 2: Summary of the estimated waste generation and diversion from landfill for each council

Bin composition

The composition of the bins provides an indication of what residents are disposing and how well they separate their waste and recycling. The composition is based on the weight of materials collected from each council (adjusted to consider presentation rates) and averaged across all seven councils.

General waste

BIN COMPOSITION

A total of 5,632 kilograms of material was collected from 706 general waste bins from the 700 households audited across the seven East Waste Member Councils. Figure 3 outlines the composition of this material when adjusted to kilogram per household per week figures (as per the subcategories outlined in Appendix 1).

Overall, 52.8 per cent of the material can be considered unrecovered resources. This is recyclable materials disposed into general waste bins recyclable through the comingled and organics recycling bin if separated appropriately.

General waste bin composition (% weight)

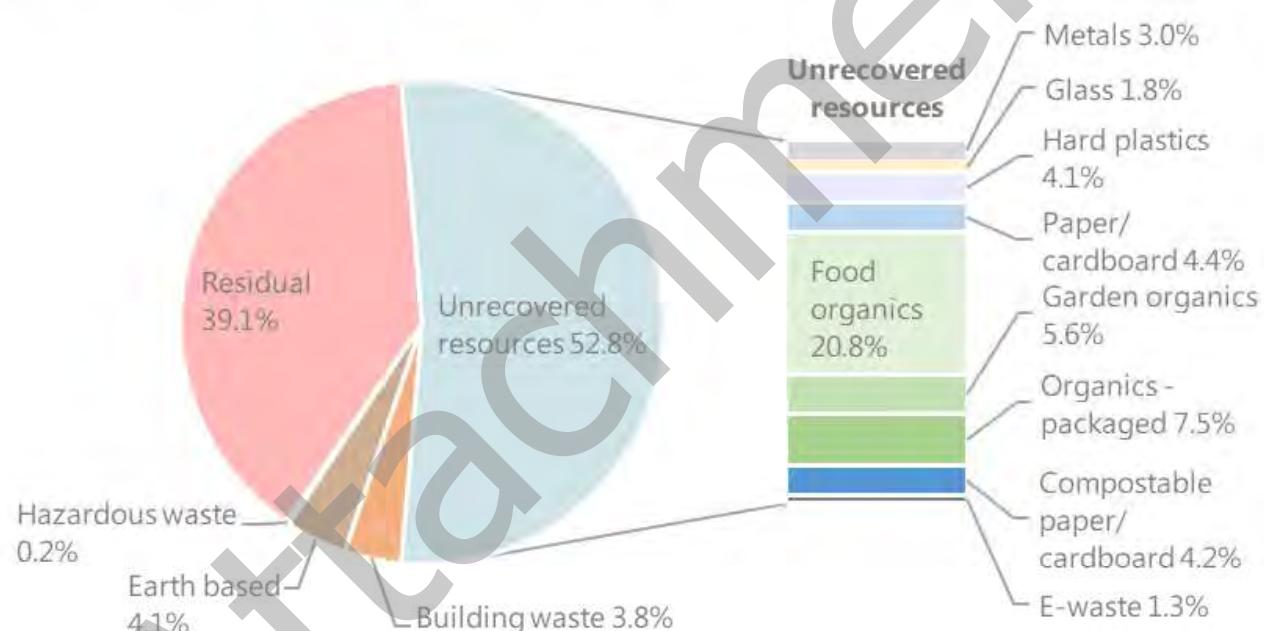


Figure 3: Composition of the general waste bin (% weight) for all East Waste Member Councils combined

UNRECOVERED RESOURCES

The top five unrecovered resources for individual audit material categories (as outlined in Appendix 1) by weight are outlined in Table 5.

Table 5: Top five unrecovered resources in the general waste bin from the aggregated data of all councils

Item	Weight (kg/hh/wk)	% of total weight
1. Food/kitchen (loose)	1.25	20.6%
2. Plastic packaged food (plastic containers and bags)	0.30	5.0%
3. Organic garden waste (lawn clippings, leaves, weeds, prunings, branches)	0.28	4.6%
4. Soft Plastic (plastic film, loose plastic bags)	0.27	4.4%
5. Soiled paper and cardboard (compostable)	0.25	4.2%

Comingled recycling

BIN COMPOSITION

A total of 6,256 kilograms of material was collected from 703 comingled recycling bins from the 700 households audited across the seven East Waste Member Councils. Figure 4 outlines the composition of this material when adjusted to kilogram per household per week figures (as per the subcategories outlined in Appendix 1).

Comingled recycling bin composition (% weight)

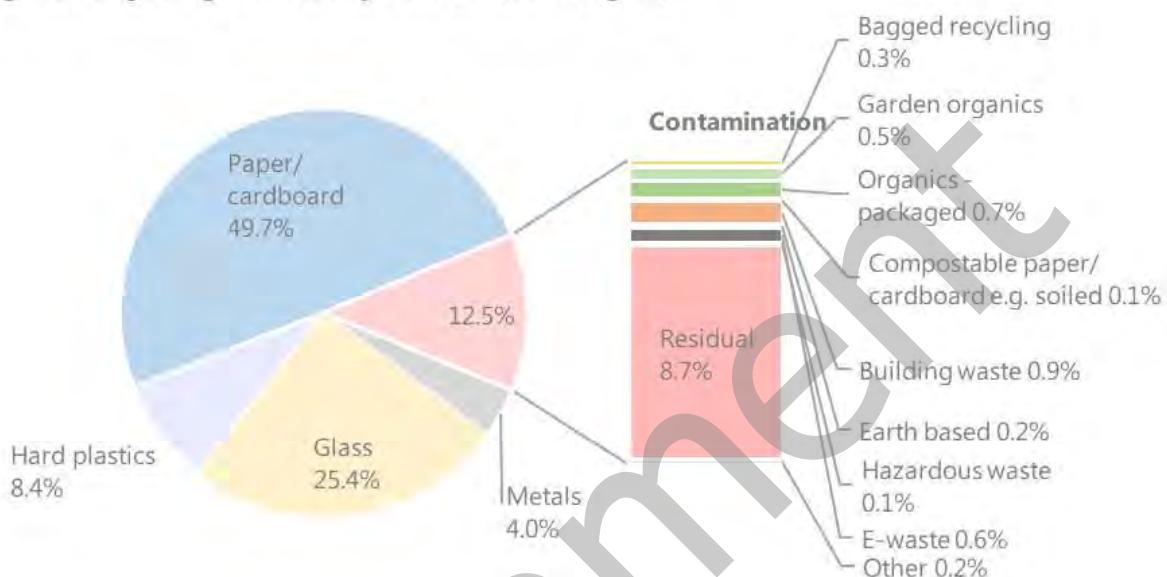


Figure 4: Composition of the comingled recycling bin (% weight) for all East Waste Member Councils combined

CONTAMINATION

Contamination in the total comingled recycling material audited was 12.1 per cent. Note that each council differed when their material was separately audited. The top five contaminants for individual audit material categories (as outlined in Appendix 1) by weight are outlined in Table 6. General waste was found as the most significant contributor to contamination by weight. However, please note that:

- Lighter contaminates such as soft plastic (plastic film, loose plastic bags) can have significant impacts on processing and sorting activities at the MRF (e.g. can get stuck in conveyor belts).
- The amount mixed glass/fines (10-50mm) identified during the audit may be a smaller proportion of the comingled recycling than received at the MRF. This may be due to greater care taken during auditing in handling of material (e.g. by hand during the audit versus by a loader at the MRF), as well as less compaction in collection vehicles from less material being collected.

Table 6: Top five contaminants in the comingled recycling bin from the aggregated data of all councils

Item	Weight (kg/hh/wk)	% of total weight
1. General waste (loose and in bags)	0.15	5.0%
2. Textiles (clothing, footwear, leather, rubber)	0.04	1.3%
3. C&D material (building materials and fittings)	0.03	0.9%
4. Soft Plastic (plastic film, loose plastic bags)	0.02	0.7%
5. Mixed glass/fines (10-50mm)	0.02	0.6%

Organics recycling

BIN COMPOSITION

A total of 16,886 kilograms of material was collected from 734 organics recycling bins from the 700 households audited across the seven East Waste Member Councils. Figure 5 outlines the composition of this material when adjusted to kilogram per household per week figures (as per the subcategories outlined in Appendix 1).

Organics recycling bin composition (% weight)

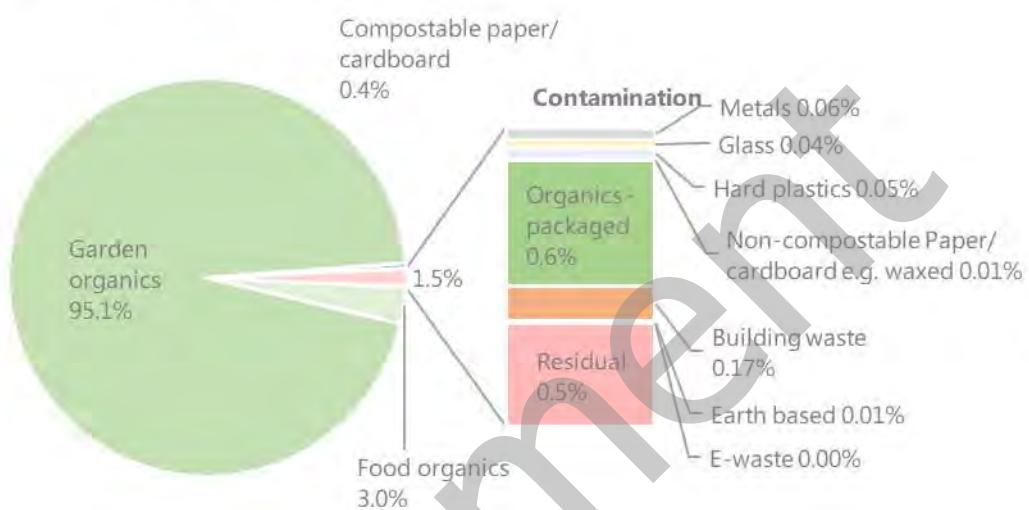


Figure 5: Composition of organics recycling bins (% weight) for all East Waste Member Councils combined

CONTAMINATION

Contamination of the total organics recycling material audited was 1.5 per cent. Note that each council differed when their material was separately audited. The top five contaminants for individual audit material categories (as outlined in Appendix 1) by weight are outlined in Table 7.

Table 7: Top five contaminants in the organics recycling bin from the aggregated data of all councils

Item	Weight (kg/hh/wk)	% of total weight
1. Plastic packaged food (plastic containers and bags etc.)	0.04	0.5%
2. Textiles (clothing, footwear, leather, rubber etc.)	0.02	0.3%
3. C&D material (building materials and fittings)	0.01	0.2%
4. General waste (loose and in bags)	0.01	0.1%
5. Hard plastics (empty bottles, food packaging, trays, plant pots etc.)	<0.01	<0.1%

Comparison of unrecovered resources and contamination rates

Table 8 provides a comparison of the individual unrecovered resources and contamination rates for each East Waste Council and the average of all East Waste Member Councils.

Table 8: Comparison of the levels of unrecovered resources and contamination in the three-bin system

Council	General waste	Comingled recycling	Organics recycling
	% Unrecovered resources	% Contamination	% Contamination
Adelaide Hills Council	54.4%	9.7%	0.5%
City of Burnside	51.8%	9.9%	1.0%
Campbelltown City Council	54.1%	21.3%	2.1%
City of Mitcham	50.8%	15.9%	1.8%
City of Norwood, Payneham & St Peters	50.3%	12.7%	2.2%
City of Prospect	53.1%	8.1%	2.1%
Town of Walkerville	55.0%	9.0%	0.7%
East Waste Average	52.8%	12.5%	1.5%
Metro Adelaide average (2011-2014) ¹⁷	NA	13%	2%

¹⁷ Adelaide Metropolitan Area Kerbside Waste Performance Report 2016-17, Green Industries SA, 2019. Note this is based on audits undertaken between 2011 and 2014.

Food waste

The audit provided the opportunity to gain a greater understanding of food waste within the general waste and organics recycling bins. Food was separated into four different presentation categories: loose food, food in compostable bags, food in plastic packaging, and food in containers (e.g. tins, jars). Figure 6 outlines the difference in the way food was disposed of in the general waste and organics recycling bins. Three quarters (76 per cent) of food was loose in the general waste (i.e. mixed with other waste items not in a separate bag), whereas loose food was only 14 per cent of the organics recycling bin.

Summary of food waste in the general waste and organics recycling bins



Figure 6: Summary of how food waste was presented in the general waste and organics recycling bin (kg/hh/wk)

Table 9 below outlines the food that was audited across the four audit disposal method categories and amount that was deemed still edible. These results have been adjusted to consider presentation rates and are presented in kilograms per household, per week figures. The percentage of edible food is based on the edible kilograms (kg/hh/wk) divided by the total kilograms (kg/hh/wk) of food audited for each subcategory. Overall, an estimated 75 per cent of food was still edible (as identified by the auditors)

*Table 9: Summary of the food waste in the general waste and organics recycling bins and the edible component**

Disposal method	General waste			Organics recycling			Total		
	Total food audited	Total edible food		Total food audited	Total edible food		Total food audited	Total edible food	
	kg/hh/wk	kg/hh/wk	%	kg/hh/wk	kg/hh/wk	%	kg/hh/wk	kg/hh/wk	%
Loose food	1.25	0.89	71%	0.04	0.03	80%	1.29	0.92	71%
Food in compostable bags	0.01	0.01	56%	0.22	0.16	74%	0.23	0.17	73%
Plastic packaged food	0.34	0.31	93%	0.04	0.03	73%	0.38	0.34	91%
Food in containers (e.g. jars/tins)	0.05	0.02	53%	<0.01	<0.01	85%	0.05	0.03	55%
Total	1.64	1.23	75%	0.31	0.23	75%	1.95	1.46	75%

Food waste identified during the audit was also separated into food waste types. Table 10 and Figure 7 below provides a summary of discarded food waste by type, discarded into either the general waste and organics recycling bins and as a total. In total, vegetables and fruit were the largest proportion of food waste by weight (approximately 50 per cent), followed by food that was mixed and couldn't be separated into individual categories (15 per cent), and meat/poultry/fish and bread (10% each). Food waste identified as takeaway food was the least common discarded food type identified (1%), however, it should be considered that some of this type of food waste may be included in the mixed food waste category.

Table 10: Summary of the types of food waste discarded in general waste and organics recycling bins from all East Waste Member Councils

Types	General waste	Organics recycling	Total	% of total food waste
	kg/hh/wk	kg/hh/wk	kg/hh/wk	%
Vegetables	0.41	0.08	0.49	25%
Fruit	0.36	0.08	0.44	23%
Mixed food waste	0.18	0.11	0.29	15%
Meat/poultry/fish	0.18	0.02	0.20	10%
Bread	0.18	0.01	0.19	10%
Other pantry items	0.14	<0.01	0.15	8%
Pasta/Rice	0.08	<0.01	0.09	4%
Dairy	0.05	<0.01	0.05	3%
Beverages	0.04	<0.01	0.04	2%
Takeaway food	0.01	<0.01	0.02	1%
Total	1.64	0.31	1.95	100%

Composition of the food waste disposed in the general waste and organics recycling bins - All East Waste Councils

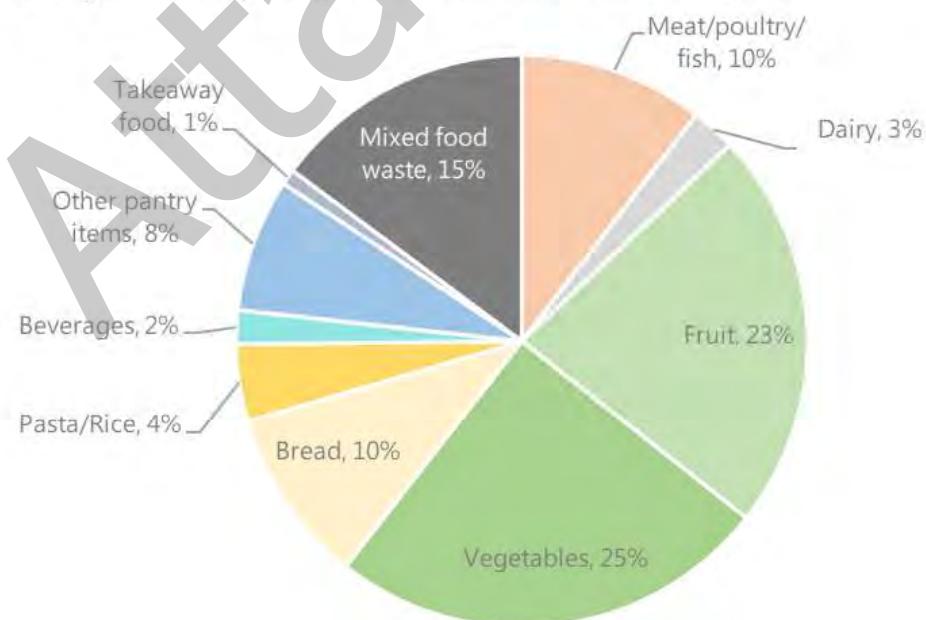


Figure 7: Composition of the types of food waste in the general waste and organics recycling bins

The auditor also estimated the amount of the food that was inedible compared to edible and still suitable for human consumption.¹⁸ Table 11 and Figure 8 outline the findings from the assessment and shows that an estimated 75 per cent of food disposed of per household may still edible. Fruit was the only category where the edible component was below 60 per cent edible, all other categories were 70 per cent or above.

Table 11: Categories of food waste and the amount of food that was edible and inedible from all East Waste Member Councils

Types	Edible	Inedible	Total	% of total food waste edible
	kg/hh/wk	kg/hh/wk	kg/hh/wk	%
Vegetables	0.35	0.14	0.49	72%
Fruit	0.25	0.20	0.44	56%
Mixed food waste	0.24	0.05	0.29	82%
Meat/poultry/fish	0.14	0.06	0.20	70%
Bread	0.19	<0.01	0.19	99%
Dairy	0.04	<0.01	0.05	90%
Other pantry items	0.12	0.02	0.15	84%
Pasta/Rice	0.08	<0.01	0.09	98%
Beverages	0.03	0.01	0.04	81%
Takeaway food	0.01	<0.01	0.02	87%
Total	1.46	0.49	1.95	75%

Proportion of edible and inedible food by food type (kg/hh/wk)

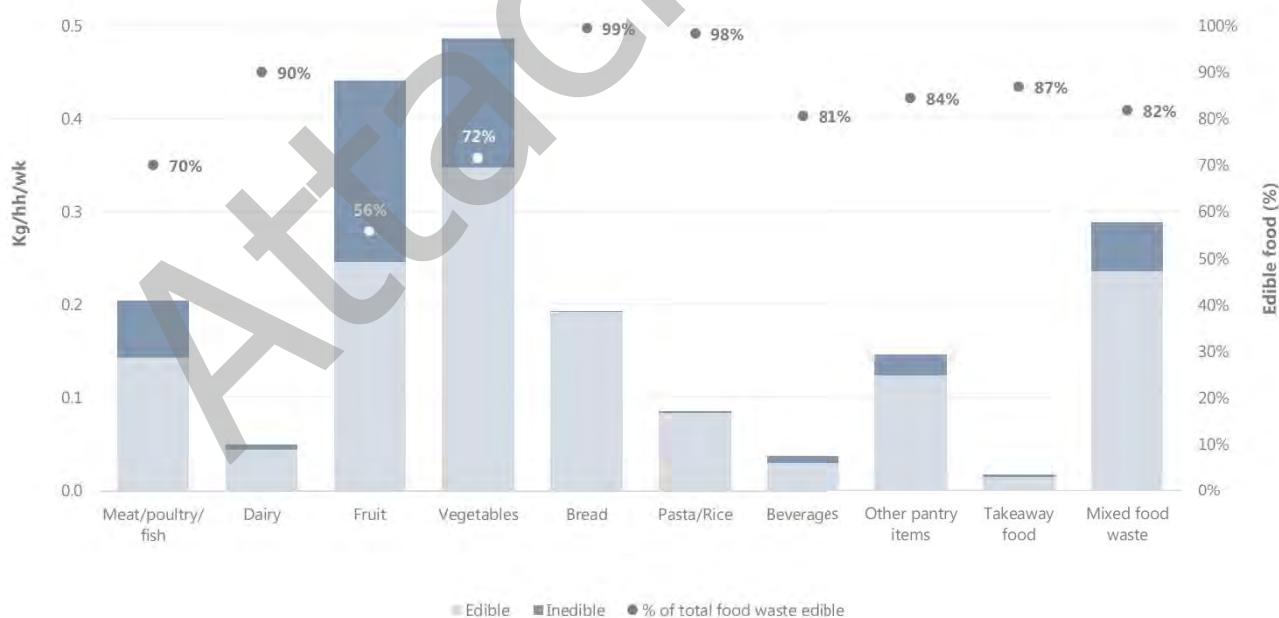


Figure 8: Categories of food waste and the amount of food that was edible and inedible

¹⁸ Note this was as assessed by the auditors and is highly subjective, and is therefore only be used as a guide.

Table 12 and Figure 9 summarise the total amount of food waste audited that was considered edible and inedible by the auditors for each council. Based on the audit sample, Campbelltown and Norwood, Payneham & St Peters had the highest proportion of food that was still edible (80 per cent). Burnside had the lowest proportion of edible food waste at 64 per cent.

Table 12: Comparison of the total amount of food that was edible and inedible from each East Waste council

Council	Edible	Inedible	Total	% of total food waste edible
	kg/hh/wk	kg/hh/wk	kg/hh/wk	%
Adelaide Hills Council	1.4	0.4	1.8	80%
City of Burnside	1.5	0.9	2.4	64%
Campbelltown City Council	1.5	0.4	1.8	80%
City of Mitcham	1.1	0.4	1.5	75%
City of Norwood, Payneham & St Peters	1.8	0.4	2.2	81%
City of Prospect	1.4	0.6	2.0	72%
Town of Walkerville	1.4	0.4	1.9	77%
Total	1.5	0.5	1.9	75%

Estimated proportion of edible and inedible food per household per week (kg/hh/wk)

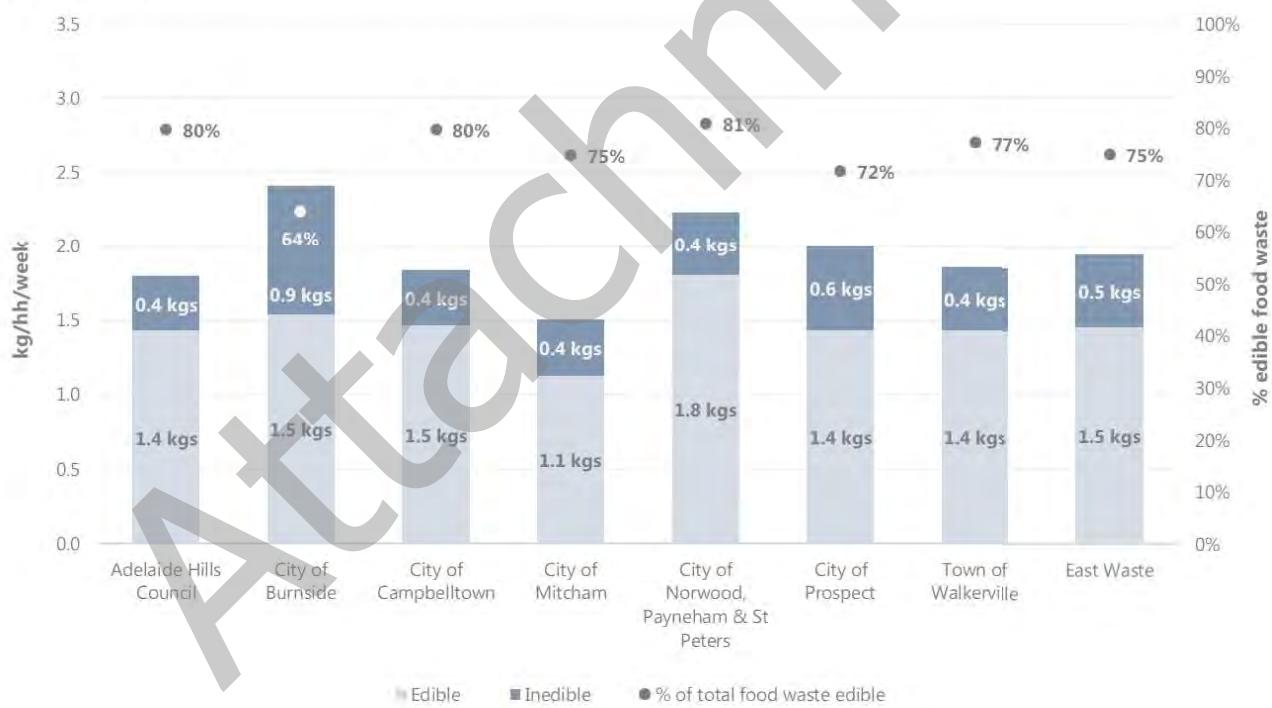


Figure 9: Comparison of the total amount of food that was edible and inedible from each East Waste council (kg/hh/wk)

Material separation efficiency

Material separation efficiency is the proportion of each recyclable material that is correctly presented. It provides an insight into how well residents are separating recyclable materials into the correct bin. It is calculated by determining the weight of material in the correct bin and then divided by the total weight across all three bins. The results for all East Waste Member Councils combined (outlined in Figure 10) have been adjusted to consider the presentation rates in order to provide an estimate of the entire area, not just the households included in the audit.

Overall, residents are recycling a high proportion of glass, paper and cardboard and garden waste. Metals and plastics can be improved significantly. The largest opportunity is food waste. An estimated 13 per cent of food (loose and food in compostable bags) is currently recycled.

Materials separation efficiency (% weight based on kg/hh/wk)

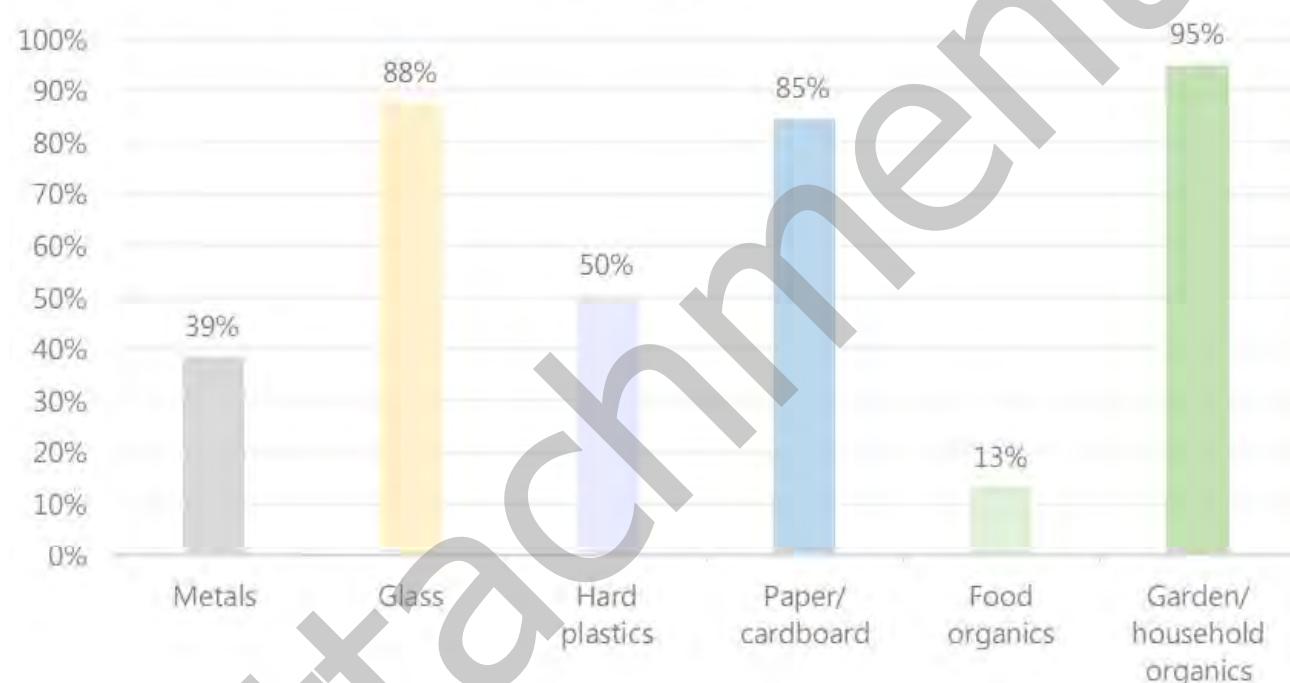


Figure 10: Materials separation efficiency across the three bins for all East Waste Member Councils combined

Table 13 below provides a comparison of food waste material separation efficiency for each council.

Table 13: Comparison of food waste material separation efficiency

Adelaide Hills Council*	City Burnside	Campbelltown City Council	City of Mitcham**	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville	East Waste Total
Food waste material separation efficiency	3%	15%	16%	21%	13%	18%	14% 13%

*Audited area for Adelaide Hills was only the township of Lobethal.

**Audited area for the City of Mitcham was part of trial where kitchen caddies and roll of 150 compostable bags were delivered to households

Compostable bag usage

The number of compostable bags or plastic bags (not including plastic food packaging e.g. bread bags) containing separated food/organics were recorded during the audit. Table 14 provides the count of bags by type and included materials that were found in bins and details for all East Waste households audited. Table 15 overleaf provides these figures across all audited councils.

When reviewing these tables please note that:

- The count of compostable bags is an aggregate of all household bins. It does not provide an indication of individual household compostable use. Some households may use more compostable bags than others. To obtain this data, count of individual compostable bags in household bins prior to collection would be needed.
- The audited area for Adelaide Hills was only the township of Lobethal that does not have a council service centre location where free kitchen caddies and compostable bags can be collection from.
- The audited area for the City of Mitcham was a food waste trial area where 5,500 household within the Thursday collection zone were provided with free kitchen caddies and 150 compostable bags at the end of 2018.

Table 14: Compostable and plastic bags with separated food waste identified across all East Waste households audited

Count of compostable/plastic by included materials		East Waste Total 700 hh
General waste weekly collection	Compostable bags containing general waste	14
	Compostable bags containing separated food/organics	14
	Compostable bags containing pet/garden	19
	Total	47
Organics recycling fortnightly collection	Plastic bags containing food/organics	0
	Compostable bags containing general waste	0
	Compostable bags containing separated food/organics	573
	Compostable bags containing pet/garden	5
Totals	Total	578
	Plastic bags containing food/organics	57
	Compostable bags containing general waste	14
	Compostable bags containing separated food/organics	587
	Compostable bags containing pet/garden	24
	Total	625
	Plastic bags containing food/organics	57
	Est. food waste separation efficiency	13%

*Assumed to be plastic bags with separated food waste/organics in them (e.g. used in a caddy). Does not include loose food waste disposed of into general waste bags mixed with other wastes or plastic food packaging (e.g. bread bags, fresh/frozen vegetable plastic packaging/bags).

Table 15: Compostable and plastic bags with separated food waste identified across households audited individual councils

	Count of compostable/plastic by included materials	Adelaide Hills Council*	City Burnside	Campbell town City Council	City of Mitcham**	City of NPSP	City of Prospect	Town of Walkerville **
General waste weekly collection	Compostable bags containing general waste	0	0	4	10	0	0	0
	Compostable bags containing separated food/organics	2	7	0	0	5	0	0
	Compostable bags containing pet/garden waste	2	4	NA	5	8	0	0
	Total	4	11	4	15	13	0	0
Organics recycling fortnightly collection	Plastic bags containing separated food/organics*	0	0	0	0	0	0	0
	Compostable bags containing general waste	0	0	0	0	0	0	0
	Compostable bags containing separated food/organics	16	103	56	81	95	138	84
	Compostable bags containing pet/garden waste	0	NA	NA	0	2	0	3
	Total	16	103	56	81	97	138	87
Totals	Plastic bags containing separated food/organics*	0	3	2	14	20	15	3
	Compostable bags containing general waste	0	0	4	10	0	0	0*
	Compostable bags containing separated food/organics	18	110	56	81	100	138	84
	Compostable bags containing pet/garden waste	2	4	0	5	10	0	3
	Total	20	114	60	96	110	138	87
	Plastic bags containing separated food/organics*	0	3	2	14	20	15	3*
Food waste separation efficiency								
3% 15% 16% 21% 13% 18% 14%								

Table notes:

* Assumed to be plastic bags with separated food waste in them (e.g. used in a caddy). Does not include loose food waste disposed of into general waste bags mixed with other wastes or plastic food packaging (e.g. bread bags, fresh/frozen vegetable plastic packaging/bags).

**1 plastic bag with food/organics found in comingled recycling bins for Town of Walkerville

NA = Small number present but not counted

Table 16 provides details on kitchen caddy compostable bag provisions for each council. Councils who provided an initial kitchen caddy and an initial/yearly roll of compostable bags, experience on average, higher usage for correct compostable bag usage (food organics and disposed of in the organics recycling bins). Additionally, the highest count of compostable bags containing food in the organics bins was the City of Prospect, which not only provides kitchen caddies and compostable bags for free, it also provides an annual delivery service, rather than collection from a council service location.

Table 16: Details of kitchen caddy and compostable bag provisions for each council

Provision details	Adelaide Hills Council*	City Burnside	City of Campbell town	City of Mitcham**	City of NPSP	City of Prospect	Town of Walkerville *
Initial kitchen caddy	Free	Free	\$5	\$12	\$5	Free	Free
Initial/annual provision of compostable bags	Free: 1 per annum	Free: 2 per annum	Free: 1 per annum	Free roll of 52 with caddy	Free: 2 per annum	Free	Free
No. pickup locations	3	1	1	3	4	1	1
Delivery available	No	No	No	On request	Yes***	Yes	No
No. bags in roll	75	75	150	Initial roll: 52	75	150	75
Additional kitchen caddy	No charge	\$7	\$5	\$12	\$3.95	Free	Free
Additional compostable bags	\$6	\$7	\$10	52 roll: \$5 100 roll \$9	\$4.35	Not available	Free
Pickup locations	Council service centres at Stirling, Norton Summit, Woodside and Gumeracha	City of Burnside Civic Centre	Council office	Mitcham Civic Centre & Memorial Library and Blackwood Library	Norwood Town Hall & Payneham Library and St Peters Library	Council Service Centre	Council office

*Audited area for Adelaide Hills was the town of Lobethal that does not have a pickup location for kitchen caddies/rolls.

**Audit area part of trial where 5,500 households provided with free kitchen caddies and roll of compostable bags in 2018

***Limited to 2,000 caddies or until June 2021 whichever comes first.

CDS and non CDS containers

During the audit, the general waste and comingled recycling bin material was separated into a selection of 23 CDS and non-CDS beverage containers categories (example photos for each category are provided in the Glossary), including:

- CDS beverage containers by material type and wine and spirit bottles separated and recorded for all councils.
- An expanded list of CDS and non-CDS beverage container types (e.g. material, size and contents) separated and recorded for all councils except Town of Walkerville¹⁹ as part of a project with the South Australia Environmental Protection Authority (SA EPA).
- Non-beverage single-use plastic containers (e.g. shampoo bottles, washing liquid) were also recorded for most councils.²⁰

A small number of containers were found in organics recycling bins, which were considered insignificant in total and were not included in this section's analysis. Further information on the categories can be found in Appendix 1.

Containers disposed of by weight

EAST WASTE HOUSEHOLD CONTAINER DISPOSAL BY WEIGHT

Table 17 below provides the estimated number of CDS and Top 5 non-CDS beverage containers by percentage weight disposed of into general waste and comingled bins by East Waste households on a weekly and per annum basis (based on an average across all councils where data was available). Key figures from this table include:

- An estimated 8.4 kilograms of CDS beverage containers are disposed of by households per annum.
- An estimated 55.9 kilograms of non-CDS beverage containers are disposed of by households per annum.
- Glass wine bottles made up the highest proportion by percentage weight for non-CDS beverage containers disposed of into household general waste and comingled recycling bins combined (4.1 per cent of total material disposed in both bins combined). This includes contributing to a considerable proportion (12.7 per cent) of total comingled recycling bin material. This equates to estimated 21.5 kilograms of wine bottles per annum disposed into household bins by East Waste households. Furthermore, the majority of this, an estimated 20.2 kilograms per household per week (>95% of total wine bottles disposed of), is disposed of into comingled recycling bins.²¹
- An estimated 8.1 kilograms of non-beverage single-use plastic containers are disposed of by East Waste households per annum.

¹⁹ The additional CDS and non-CDS container categories were not separated for the Town of Walkerville due to project constraints. However, CDS by material type groupings (metal, glass, plastic, and LBP) and wine bottles, and spirit bottles were included.

²⁰ Single-use non-beverage plastic containers were not recorded for the general waste streams for City of Mitcham and Town of Walkerville.

²¹ Please note that this does not include the weight of broken wine bottle glass, which was unable to be distinguished during the audit.

Table 17: Estimated average CDS (10 cent refund) and top 5 non-CDS beverage containers (by weight) in each household bin per week and per annum across all households serviced by East Waste

East Waste household average	General waste		Comingled recycling		Totals (both bins)		
	Avg. weight (kg) per hh per week	% weight per week	Avg. weight (kg) per hh per week	% weight per week	Avg. weight (kg) per hh per week	% weight per week	Avg. weight (kg) per hh per annum
CDS beverage containers by material type by weight							
Metal CDS beverage containers	<0.01	<0.1%	<0.01	0.16%	0.01	0.1%	0.4
Glass CDS beverage containers	0.03	0.5%	0.09	3.0%	0.12	1.4%	6.4
Plastic CDS beverage containers	0.01	0.1%	0.02	0.6%	0.02	0.3%	1.3
LPB CDS beverage containers	<0.01	0.1%	<0.01	0.1%	0.01	0.1%	0.3
<i>Subtotal (CDS beverage containers)</i>	0.04	0.7%	0.12	3.8%	0.16	1.8%	8.4
Top 5 non-CDS beverage containers by weight							
Glass non-CDS wine	0.02	0.4%	0.39	12.7%	0.41	4.5%	21.5
Glass Non-CDS Spirit	<0.01	0.1%	0.05	1.7%	0.06	0.6%	2.9
Plastic non-CDS HDPE milk drink*	<0.01	0.1%	0.04	1.5%	0.05	0.5%	2.5
LPB non-CDS foil milk drink*	<0.01	<0.1%	0.02	0.5%	0.02	0.2%	0.9
LPB non-CDS non-foiled milk drink*	<0.01	<0.1%	0.01	0.9%	0.01	0.1%	0.3
Total all other non-CDS beverage containers (combined)*	0.03	0.5%	0.50	16.4%	0.53	5.9%	27.8
<i>Subtotal (non-CDS beverage containers)</i>	0.07	1.1%	1.01	32.9%	1.08	11.8%	55.9
Other (non-beverage) items							
Non-beverage single-use plastic containers**	0.07	1.2%	0.08	2.7%	0.16	1.7%	8.1
Total all containers	0.18	3.0%	1.21	39.4%	1.39	15.3%	72.4

*Average excludes Town of Walkerville figures

**Average excludes City of Mitcham and Town of Walkerville figures

TOP TEN BEVERAGE CONTAINER TYPES DISPOSED OF BY PERCENTAGE WEIGHT

Table 18 below provides the top ten beverage container types disposed of into general waste and comingled recycling bins (by weight) for the councils that had complete CDS and non-CDS beverage container category data from the audit. This shows that the container types that weigh the most in each household bin were:

- Glass CDS bottles that are greater than 150ml in size for general waste bins (0.5 per cent of bin material by weight)
- Glass wine bottles for comingled recycling bins (11.8 per cent of bin material by weight)
- And glass wine bottles for both bins combined (4.1 per cent of bin material by weight)

Table 18: Top 10 beverage containers (CDS and non-CDS) by weight disposed of into general waste and comingled recycling bins on average by East Waste households per week and per annum²²

Rank	General waste			Comingled recycling			Totals		
	Item	Kg per hh per week	% weight of bins	Item	Kg per hh per week	% weight of bins	Item	Kg per hh per week	% weight of bins
1.	Glass CDS >150ml	0.03	0.5%	Glass non-CDS wine	0.37	11.8%	Glass non-CDS wine	0.39	4.1%
2.	Glass non-CDS wine	0.02	0.3%	Glass CDS >150ml	0.10	3.2%	Glass CDS >150ml	0.13	1.4%
3.	Plastic CDS PET >150ml	0.01	0.1%	Glass Non-CDS Spirit	0.05	1.7%	Glass Non-CDS Spirit	0.06	0.6%
4.	Glass Non-CDS Spirit	<0.01	0.1%	Plastic non-CDS HDPE milk drink	0.04	1.4%	Plastic non-CDS HDPE milk drink	0.05	0.5%
5.	Plastic non-CDS HDPE milk drink	<0.01	0.1%	Plastic CDS PET >150ml	0.02	0.6%	Plastic CDS PET >150ml	0.02	0.2%
6.	LPB CDS foil >150ml	<0.01	0.1%	LPB non-CDS foil milk drink	0.02	0.5%	LPB non-CDS foil milk drink	0.02	0.2%
7.	Metal CDS >150ml	<0.01	<0.1%	Plastic non-CDS PET juice drink	0.01	0.2%	Metal CDS >150ml	0.01	0.1%
8.	LPB non-CDS foil milk drink	<0.01	<0.1%	LPB non-CDS non-foiled milk drink	0.01	0.2%	LPB non-CDS non-foiled milk drink	0.01	0.1%
9.	LPB non-CDS non-foiled milk drink	<0.01	<0.1%	Metal CDS >150ml	0.01	0.2%	Plastic non-CDS PET juice drink	0.01	0.1%
10.	LPB CDS non-foiled >150ml	<0.01	<0.1%	Plastic non-CDS HDPE juice drink	<0.01	0.1%	Plastic non-CDS HDPE juice drink	<0.01	<0.1%

²² Based on all councils with complete CDS and non-CDS beverage container category data (not including Town of Walkerville)

COMPARISON OF ALL COUNCIL CONTAINER DISPOSAL BY PERCENTAGE WEIGHT

Table 19 below provides the estimated percentage weight of CDS and non-CDS beverage containers disposed of into general waste bins. Table 21 overleaf provide the estimated percentage weight of CDS and non-CDS beverage containers disposed of into comingled bins for each council. Please note that there were an insignificant number of containers found in the organics recycling bins, which have not been included in these figures.

Table 19: All council general waste bin container disposal comparison by percentage weight

East Waste household general waste bins	Adelaide Hills Council	City of Burnside	Campbelltown City Council	City of Mitcham	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville	East Waste Average
	% weight	% weight	% weight	% weight	% weight	% weight	% weight	% weight
CDS beverage containers by material type by weight								
Metal CDS beverage containers	<0.1%	<0.1%	0.1%	<0.1%	<0.1%	<0.1%	<0.1%	<0.1%
Glass CDS beverage containers	0.8%	0.7%	0.4%	0.2%	0.2%	0.6%	0.2%	0.5%
Plastic CDS beverage containers	0.1%	0.1%	0.2%	0.1%	0.1%	0.1%	0.1%	0.1%
LPB CDS beverage containers	0.1%	0.1%	0.1%	0.1%	<0.1%	0.1%	4.9%	0.6%
<i>Subtotal (CDS beverage containers)</i>	0.9%	1.0%	0.8%	0.4%	0.3%	0.7%	5.2%	1.2%
Top 5 non-CDS beverage containers by weight								
Glass non-CDS wine*	<0.1%	0.5%	0.4%	0.5%	0.1%	0.2%	1.4%	0.4%
Glass Non-CDS Spirit*	<0.1%	<0.1%	0.1%	0.1%	<0.1%	0.2%	0.1%	0.1%
Plastic non-CDS HDPE milk drink	0.1%	<0.1%	0.1%	<0.1%	0.1%	0.1%	NA	0.1%
LPB non-CDS foil milk drink	<0.1%	<0.1%	0.1%	<0.1%	<0.1%	<0.1%	NA	<0.1%
LPB non-CDS non-foiled milk drink	<0.1%	<0.1%	0.1%	<0.1%	<0.1%	<0.1%	NA	<0.1%
Total all other non-CDS beverage containers (combined)	0.1%	0.6%	0.8%	0.7%	0.3%	0.5%	NA	0.5%
<i>Subtotal (non-CDS beverage containers)</i>	0.3%	1.2%	1.5%	1.3%	0.6%	1.0%	NA	1.1%
Other (non-beverage) items								
Non-beverage single-use plastic containers	0.9%	1.1%	1.4%	NA	0.9%	1.4%	NA	1.2%
Total all containers	2.1%	3.3%	3.7%	NA	1.9%	3.1%	NA	1.8%

NA = Not audited

Table 20: All council comingled recycling bin container disposal comparison by percentage weight

East Waste household general waste bins	Adelaide Hills Council	City of Burnside	Campbelltown City Council	City of Mitcham	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville	East Waste Average
	% weight	% weight	% weight	% weight	% weight	% weight	% weight	% weight
CDS beverage container types by material type by weight								
Metal CDS beverage containers	0.3%	0.2%	0.1%	0.2%	0.2%	0.1%	0.1%	0.2%
Glass CDS beverage containers	4.2%	3.8%	1.6%	3.1%	1.5%	3.9%	2.0%	3.0%
Plastic CDS beverage containers	0.5%	0.6%	0.7%	0.7%	0.5%	0.5%	0.5%	0.6%
LPB CDS beverage containers	0.1%	<0.1%	0.1%	0.1%	0.1%	<0.1%	<0.1%	0.1%
<i>Subtotal (CDS beverage containers)</i>	5.0%	4.7%	2.5%	4.1%	2.2%	4.6%	2.5%	3.8%
Top 5 non-CDS beverage containers by weight								
Glass non-CDS wine*	7.0%	14.6%	9.3%	10.0%	13.7%	15.7%	18.3%	12.7%
Glass Non-CDS Spirit*	1.3%	1.4%	2.7%	2.3%	1.5%	1.1%	1.7%	1.7%
Plastic non-CDS HDPE milk drink	1.9%	1.2%	1.4%	1.2%	1.7%	1.5%	NA	1.5%
LPB non-CDS foil milk drink	0.5%	0.5%	0.6%	0.4%	0.5%	0.5%	NA	0.5%
LPB non-CDS non-foiled milk drink	0.2%	0.2%	0.2%	0.1%	0.2%	0.1%	NA	0.2%
Total all other non-CDS beverage containers (combined)	11.4%	18.6%	14.7%	14.5%	18.0%	19.4%	NA	16.4%
<i>Subtotal (non-CDS beverage containers)</i>	22.2%	36.5%	28.9%	28.5%	35.6%	38.3%	NA	32.9%
Other (non-beverage) items								
Non-beverage single-use plastic containers	3.0%	2.1%	3.3%	NA	2.6%	3.1%	NA	2.7%
	30.3%	43.3%	34.7%	NA	40.5%	46.0%	NA	26.5%

NA = Not audited

Containers disposed of by Count

EAST WASTE CONTIANER DISPOSAL BY COUNT

Table 21 below provides the estimated number of CDS and Top 5 non-CDS beverage containers by count disposed of into general waste and comingled bins by East Waste households on a weekly and per annum basis (based on an average across all councils where data was available). Key figures from this table includes:

- An estimated 115 CDS beverage containers are disposed of by households per annum (\$11.50/year).
- The most commonly disposed of non-CDS beverage container type was plastic HDPE milk containers (51 per annum), followed by glass wine bottles (40 per annum).
- An estimated 189 non-beverage single-use plastic containers are disposed of by East Waste households per annum.

Table 21: Estimated average CDS (10 cent refund) and top 5 non-CDS beverage containers (by count) in each household bin per week and per annum across all households serviced by East Waste

CDS beverage containers by material types by count	General waste	Comingled recycling	Totals	
	Avg. items per hh per week	Avg. items per hh per week	Avg. items per hh per week	Avg. items per hh per annum
CDS Metal	0.18	0.35	0.5	28
CDS Glass	0.13	0.44	0.6	30
CDS Plastic	0.23	0.60	0.8	44
CDS LPB	0.19	0.08	0.3	14
Subtotal (CDS)	0.7	1.5	2.2	115
Top 5 non-CDS beverage containers by count				
1. Plastic - HDPE Milk	0.07	0.92	1.0	51
2. Glass - Wine*	0.03	0.73	0.8	40
3. LPB - Foiled Milk	0.06	0.36	0.4	22
4. LPB - Non-foiled Milk	0.03	0.18	0.2	11
5. Glass Spirit*	0.01	0.09	0.1	5
Total all other non-CDS beverage containers (combined)	0.03	0.23	0.3	13
Subtotal (non-CDS)	0.2	2.5	2.7	142
Other (non-beverage) items				
Non-beverage single-use plastic containers	1.7	1.8	3.5	184
Total containers	2.7	5.8	8.5	442

*Includes Town of Walkerville in averages

TOP TEN BEVERAGE CONTAINERS DISPOSED OF BY COUNT

Table 22 below provides the top ten beverage container types disposed of into general waste and comingled recycling bins by count. This shows that the most common CDS beverage container type disposed of into bins across East Waste households is PET plastic bottles that are greater than 150ml in size. The least common CDS beverage container disposed of into household bins is other plastic type (PS/PP) containers that are less than 150ml.

Table 22: Top 10 beverage containers (CDS and non-CDS) disposed of into general waste and comingled recycling bins on average by East Waste households per week and per annum²³

Rank	General waste		Comingled recycling		Totals		
	Item	Avg. items per bin per week	Item	Avg. items per bin per week	Item	Avg. items per hh per week	Avg. items per hh per annum
1.	Metal CDS >150ml	0.2	Plastic non-CDS HDPE milk drink	0.9	Plastic non-CDS HDPE milk drink	1.0	51.2
2.	Plastic CDS PET >150ml	0.2	Glass non-CDS wine	0.7	Plastic CDS PET >150ml	0.8	51
3.	LPB CDS foil >150ml	0.2	Plastic CDS PET >150ml	0.6	Glass non-CDS wine	0.7	39
4.	Glass CDS >150ml	0.1	Glass CDS >150ml	0.5	Glass CDS >150ml	0.6	38
5.	Plastic non-CDS HDPE milk drink	0.1	Metal CDS >150ml	0.4	Metal CDS >150ml	0.6	32
6.	LPB non-CDS foil milk drink	0.1	LPB non-CDS foil milk drink	0.4	LPB non-CDS foil milk drink	0.4	30
7.	Plastic CDS HDPE >150ml	0.0	LPB non-CDS non-foiled milk drink	0.2	LPB CDS foil >150ml	0.2	22
8.	Plastic CDS other <150ml	0.0	Glass Non-CDS Spirit	0.1	LPB non-CDS non-foiled milk drink	0.2	12
9.	LPB CDS non-foiled >150ml	0.0	Plastic non-CDS PET juice drink	0.1	Glass Non-CDS Spirit	0.1	11
10.	Glass non-CDS wine	0.0	Plastic non-CDS HDPE juice drink	0.1	Plastic non-CDS PET juice drink	0.1	5

Table note = This table does not include Town of Walkerville

PERCENTAGE OF CDS BEVERAGE CONTAINERS CORRECTLY DISPOSED OF BY COUNT

Table 23 below details the estimated percentage of CDS beverage containers correctly disposed of into comingled recycling bins (not in general waste and organics recycling bins) by households for each council. Across East Waste households on average, approximately 80 per cent of CDS beverage containers are being disposed of into the correct bin.

Table 23: Comparison of percentage of CDS (10 cent refund), disposed of (into comingled recycling bins)

	Adelaide Hills Council	City of Burnside	Campbelltown City Council	City of Mitcham	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville	East Waste Average
	%	%	%	%	%	%	%	%
CDS beverage containers	81.3%	81.9%	63.0%	89.8%	78.6%	81.6%	80.6%	79.6%

²³ Based on all councils with complete additional CDS and non-CDS category data (not including Town of Walkerville)

COMPARISON OF ALL CONTAINER DISPOSAL BY COUNT

Table 24 below provide the estimated number of CDS and non-CDS beverage containers disposed of into general waste and comingled bins households for each council on a weekly basis. Please note that there were an insignificant number of containers found in the organics recycling bins, which have not been included in these figures.

Table 24: Council comparison of total CDS and non-CDS beverage containers generated on average by households

	Adelaide Hills Council	City of Burnside	Campbelltown City Council	City of Mitcham	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville	East Waste Average
CDS beverage container types by count	Avg items per hh per week	Avg items per hh per week	Avg items per hh per week	Avg items per hh per week				
CDS Metal	0.7	0.7	0.7	0.6	0.4	0.4	0.3	0.5
CDS Glass	0.9	0.9	0.3	0.7	0.2	0.7	0.3	0.6
CDS Plastic	0.6	1.5	0.8	1.1	0.6	0.6	0.6	0.8
CDS LPB	0.4	0.4	0.3	0.2	0.2	0.3	0.2	0.3
Subtotal (CDS)	2.6	3.5	2.1	2.5	1.5	2.0	1.3	2.2
Top 5 non-CDS beverage container types by count								
1. Plastic - HDPE Milk	1.2	1.0	0.7	1.1	0.9	0.9	NA	1.0
2. Glass - Wine	0.5	1.1	0.5	0.8	0.7	0.9	0.9	0.8
3. LPB - Foiled Milk	0.4	0.4	0.4	0.5	0.4	0.4	NA	0.4
4. LPB - Non-foiled Milk	0.2	0.2	0.2	0.2	0.2	0.2	NA	0.2
5. Glass Spirit	0.1	0.1	0.1	0.2	0.1	0.1	0.1	0.1
Total all other non-CDS beverage containers (combined)	0.3	0.3	0.3	0.3	0.2	0.3	NA	0.3
Subtotal (non-CDS)	2.7	3.2	2.2	3.0	2.4	2.8	1.0	2.8
Other (non-beverage) containers								
Non-beverage single-use plastic containers	4.0	4.0	3.5	NA	2.9	3.6	NA	3.6
Total items	9.3	10.6	7.9	NA	6.8	8.5	NA	8.6

NA = Not audited

Audit recommendations

Overall recommendations

The scale of this audit has provided a new level of detail of household bin disposal behaviour for East Waste and its Member Councils. The sections below provide some key areas where the findings from this audit can be used to make data driven improvements to the household bin system. This will not only benefit East Waste's services and education programs, but also household bin systems across the state.

Bin contamination

Contamination rates for comingled recycling bins across several councils were well below the state average for metropolitan councils of 13 per cent.²⁴ The combined council contamination rate was also just below the average at 12.1 per cent. Despite this, contamination remains a significant challenge within the comingled recycling and general waste, textiles and soft plastics are consistently in the top five common contaminants. Two councils also recorded significant contamination levels that may impact on the cost for processing this material at a MRF.

Contamination of the organics recycling (1.5 per cent) was also below the state average of 2 per cent. However, three councils recorded above this average, and many of the common contaminants are challenging for the commercial composters that process the material.

Reducing contamination in both the organics recycling and comingled recycling streams should remain a high priority for East Waste. This includes:

- Investigating additional ways of identifying and reporting contamination at a household level, using current (and future) technology available on collection vehicles.
- Linking the baseline results provided in this report with identified contamination events of households and providing feedback on the importance of reducing contamination to individual households and enforcing service penalties if repeated by households without improvement (e.g. removing bins).

Unrecovered resources

Unsurprisingly, general waste stream still contains a significant amount of unrecovered resources, with 52.7 per cent of general waste bins able to be recovered through correct disposal into the organics recycling and recycling bin, or other available services (i.e. for E-waste). This audit has provided a baseline dataset that should be used to significantly increase efforts to divert recoverable resources from landfill, particularly for organics and food waste, metals, CDS and non-CDS containers.

- Between 26 per cent and 34 per cent of the general waste bin could have been disposed of correctly into the organics recycling bin. Additional packaged organics could have also been diverted.
- On average, the food (loose and in compostable bags) correctly disposed of into organics recycling bins across East Waste, is only 13 per cent of the total food waste disposed of into all household bins. Most of the food is therefore being disposed of to landfill. It must also be considered that a small amount of food waste may also be composted by the households themselves, which isn't captured in the audit data.

²⁴ Adelaide Metropolitan Area Kerbside Waste Performance Report 2016-17, Green Industries SA, 2019

Food waste

This audit has provided a level data on food waste disposal behaviour that hasn't previously been available:

- The general waste bins contain a sizable proportion of unrecovered food waste (25.9 per cent), consisting of 20.7 per cent food/kitchen (loose), 5.0 per cent plastic packaged food (plastic containers and bags etc.) and 1 per cent in compostable starch bags.
- Most food waste is thrown away loose (59 per cent). However, in the organics recycling bin, food is mostly thrown away in compostable bags (70 per cent). Increasing use of compostable bags may encourage residents to separately collect and recycle their food waste.
- Approximately half of food waste thrown away was vegetables (25 per cent) and fruit (23 per cent). Increasing education around correct storage and meal planning is advisable.
- Across all food waste, 75 per cent was identified as edible. Long lasting items like bread (99 per cent edible) and pasta/rice (98 per cent edible) were the highest and indicate additional guidance on safe food storage, the difference between best-before and used-by dates may be beneficial.

Overall, this new food waste data can be used to inform not only behaviour change programs for food waste within the waste and resource recovery sector, but also to drive the design of food waste packaging across the food manufacturing, distribution and supply sectors.

CDS and non-CDS containers

The disposal of CDS beverage containers into the correct bin, comingled recycling bin, should be a simple message for households to understand. The audit found that approximately 80 per cent of total CDS beverage containers were disposed of correctly. This means that 20 per cent of CDS beverage containers are going to landfill (in the general waste bins) with no chance of recovery at the comingled recycling MRF, or into the organics stream where they are a contaminant for composters. Furthermore, one council, Campbelltown City Council, was found to only correctly dispose of 63 per cent of CDS beverage containers. These finding show that there is a significant amount of work to be done educating the households on the importance of firstly, returning CDS beverage containers (particularly glass containers) at CDS beverage container depots (sometimes known as bottle and can depots), and only disposing of these containers into the comingled recycling bins if return via a CDS beverage container depot isn't an option.

Additionally, the level of detail on container disposal behaviour obtained from the audit, should be used to drive and support improvements to recycling systems and the circular economy. This includes:

- Improvements to South Australia's container deposit scheme. For example, including currently non-CDS beverage containers types that impact the effectiveness of the household comingled recycling bin service (e.g. wine and spirit bottles that can break during collection and sorting, which contaminate other recyclables such as paper/cardboard.)
- Improving product stewardship for beverage and non-beverage container manufacturing. For example, phasing out container types that:
 - Can have a negative impact on human health and the environment (e.g. PVC, which is still being for some cordial containers).
 - Are difficult or unable to be recycled locally (e.g. foiled LPB containers, which currently have no large-scale recycling options in Australia).

City of Prospect

Audit results

Attachment

City of Prospect

Snapshot of performance against all East Waste Member Councils based on audit findings

- Waste generation: 4th place at 15.8 kg/hh/wk (East Waste average: 16.0 kg/hh/wk)
- Landfill diversion (at time of audit): 5th place at 61.3 per cent (East Waste Average: 62.1 per cent)
- General waste unrecovered resources: 4th place at 53.1 per cent (East Waste average: 52.8 per cent)
- General waste food/orgamics (incl. packaged): 4th place at 29.1 per cent (East Waste average: 28.3 per cent)
- Comingled recycling bin contamination: 1st place at 8.1 per cent (East Waste average: 12.4 per cent)
- Organics recycling bin contamination: 2nd place at 2.1 per cent (East Waste average: 1.5 per cent)

Waste generation and diversion

Figure 36 overleaf provides estimated waste generation and landfill diversion figures based on the audited materials and adjusted to consider presentation rates. This provides a high-level estimate of the performance for the City of Prospect at the time of the audit (Oct/Nov 2019). Key figures include:

- Estimated total landfill diversion of 61.3 per cent⁵⁸.
- Estimated combined household waste generation of 15.8 kilograms per household per week.

These figures can be compared to:

- The Council's 2018/19 FY performance (detailed in Appendix 5) of:
 - Estimated total landfill diversion of 52.3 per cent.
 - Estimated combined household waste generation of 16.0 kilograms per household per week.
- East Waste average figures obtained from the audit, including:
 - Estimated total landfill diversion of 62.1 per cent.⁵⁹
 - Estimated household waste generation of 16 kilograms per household per week.
- Adelaide Metro averages of:
 - 52.1 per cent landfill diversion for 2017/18⁶⁰
 - 18.7 kilograms per household per week waste generation for 2016/17⁶¹.

Please note the 2018/19 FY figures are based on total serviced properties, which includes some servicing of commercial businesses not included during the audit.

The comparison shows an increase in the estimated landfill diversion performance at the time of the audit compared to the total landfill diversion for 2018/19. This may reflect the timing of the audit in spring, which in general, leads to an increase in generation of garden waste, and may not be representative of the average across a year. Additional factors need to be considered when comparing these data points, including audit sample areas, services provided to commercial properties (not considered during the audit), accuracy of reporting for tonnages, number of serviced properties and unoccupied dwellings at the time of the audit.

⁵⁸ Please note that this diversion rate from landfill represents the household bin diversion only and is based on weight and available presentation data. It does not consider the levels of contamination that were found (outlined in detail below) in the comingled and organics recycling bins. This would lead to a slight decrease in diversion once materials have passed through a materials recovery facility.

⁵⁹ Please note that this diversion rate from landfill represents the household bin diversion only (prior to processing) and is based on weight and available presentation data. It does not consider the levels of contamination that were found (outlined in detail below) in the comingled and organics recycling bins, which upon passing through a materials recovery facility or compost facility, end up in landfill.

⁶⁰ South Australia's Recycling Activity Survey 2017-18 Report, Green Industries SA, 2019.

⁶¹ Adelaide Metropolitan Area Kerbside Waste Performance Report 2016-17, Green Industries SA, 2019.

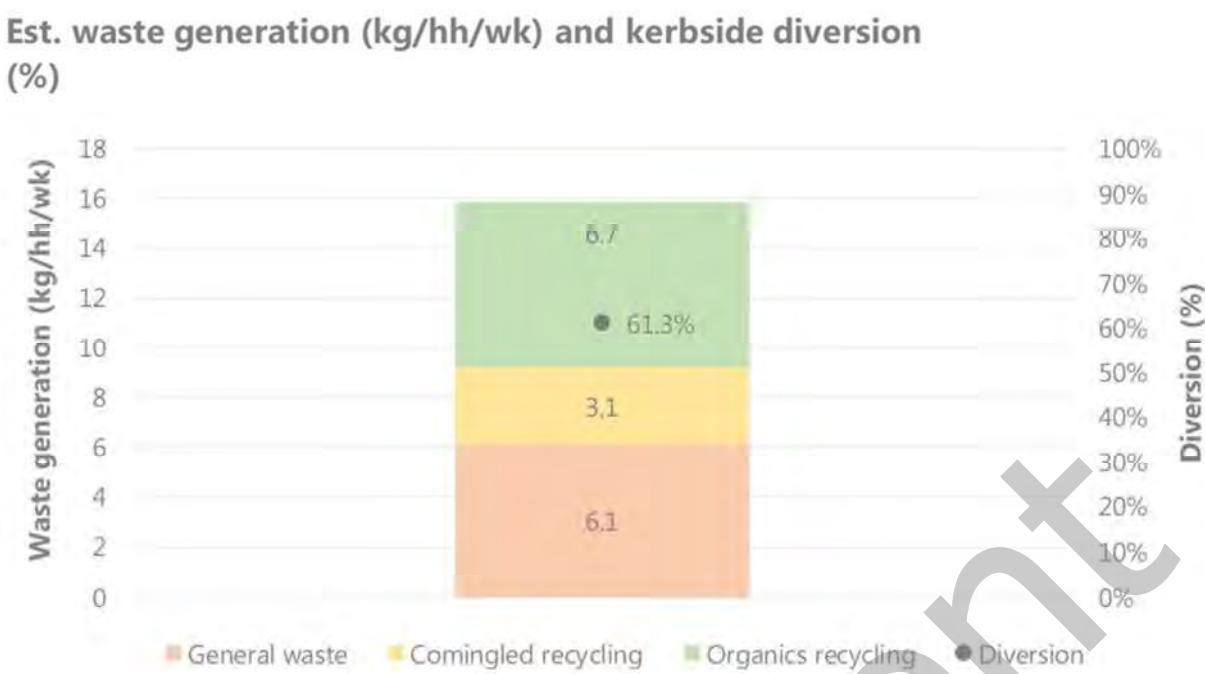


Figure 36: Estimated waste generation (kg/hh/wk) and the household bin diversion for City of Prospect

Bin composition

The composition of the bins provides an indication of what residents are disposing and how well they source separate their waste and recycling. The composition is outlined based on the weight of the materials as a percentage of the total.

General waste

The total weight of the material collected from the 100 audited general waste bins from the 100 households audited was 817 kilograms. The composition of this material (as per the subcategories outlined in Appendix 1) is outlined in Figure 37.

Unrecovered resources were 53.1 per cent of the total materials. These are recyclable materials disposed into general waste bins that could be recycled through the comingled, organics recycling bin or drop-off facility (e.g. e-waste, which is recyclable through drop off e-waste recycling stations/facilities around Adelaide) if separated appropriately. Organics suitable to be disposed of into the organics recycling bins was 28.7 per cent of the total, with an additional 8.2 per cent of packaged organics that could also be recovered if separated appropriately. Recyclable materials were 14.5 per cent of the total contents of the bin and could be disposed of correctly into the comingled recycling bins.

General waste bin composition (% weight)

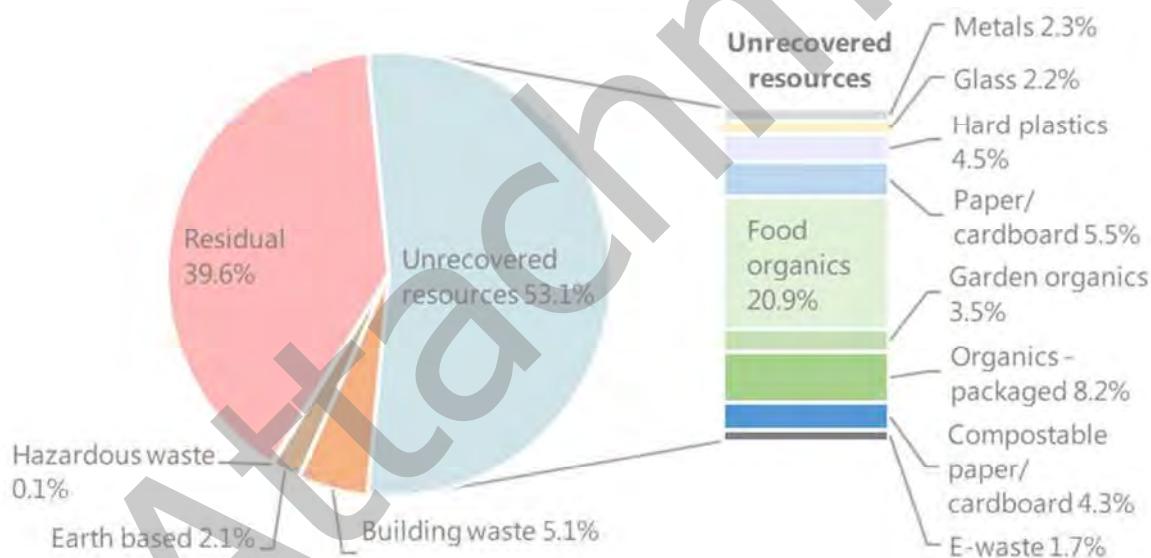


Figure 37: Composition of the general waste bin (% weight) for City of Prospect

The top five unrecovered resources by weight and individual audit category are outlined in Table 85.

Table 85: Top five unrecovered resources in the general waste bin

Item	Weight (kgs)	% of total weight
Food/kitchen (loose)	170.6 kgs	20.9%
Plastic packaged food (plastic containers and bags etc.)	39.1 kgs	4.8%
Soiled paper and cardboard (compostable - soiled, wet, tissues)	35.2 kgs	4.3%
Soft Plastic (plastic film, loose plastic bags etc.)	31.6 kgs	3.9%
Hard plastics (food packaging, trays, plant pots etc.)	23.6 kgs	2.9%

Comingled recycling

The total weight of the material collected from the 100 audited comingled recycling bins from the 100 households audited was 897 kilograms. The composition of this material (as per the subcategories outlined in Appendix 1) is outlined in Figure 38.

Comingled recycling bin composition (% weight)

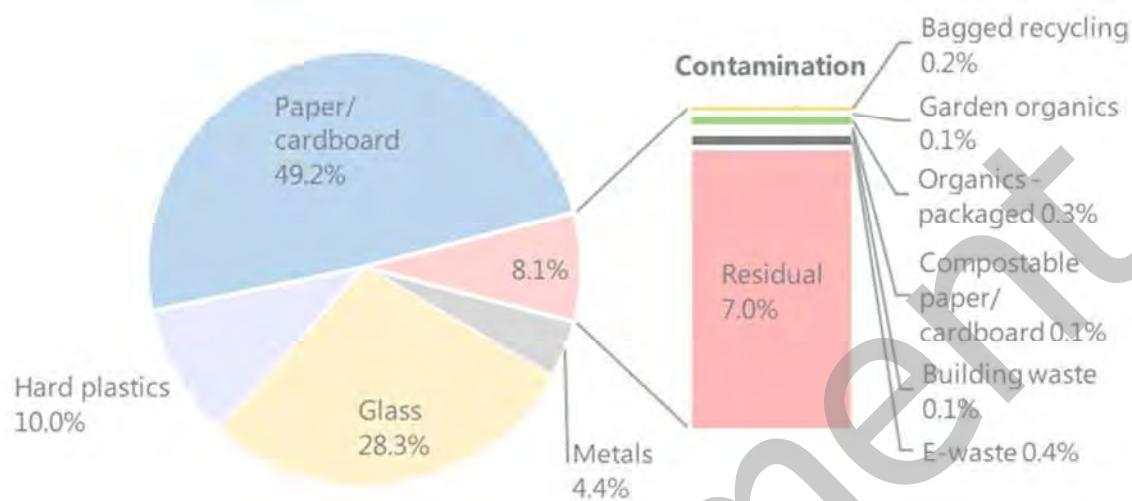


Figure 38: Composition of the comingled recycling bin (% weight) for City of Prospect

The top five contaminates for individual audit material categories (as outlined in Appendix 1) by weight are outlined in Table 86. The contamination level of the bins collected was low at 8.1 per cent compared to the metropolitan average of 13 per cent.⁶²

Table 86: Top five contaminants in the comingled recycling bin

Item	Weight (kgs)	% of total weight
General waste (loose and in bags)	33.8 kgs	3.8%
Soft Plastic (plastic film, loose plastic bags etc.)	8.7 kgs	1.0%
Textiles (clothing, footwear, leather, rubber etc.)	7.5 kgs	0.8%
Mixed glass/fines (10-50mm)	4.5 kgs	0.5%
E-waste	2.8 kgs	0.3%

⁶² Green Industries SA, 2019

Organics recycling

The total weight of the material collected from the 101 audited organics recycling bins from the 100 households audited was 2,332 kilograms. The composition of this material (as per the subcategories outlined in Appendix 1) is outlined in Figure 39.

Organics recycling bin composition (% weight)

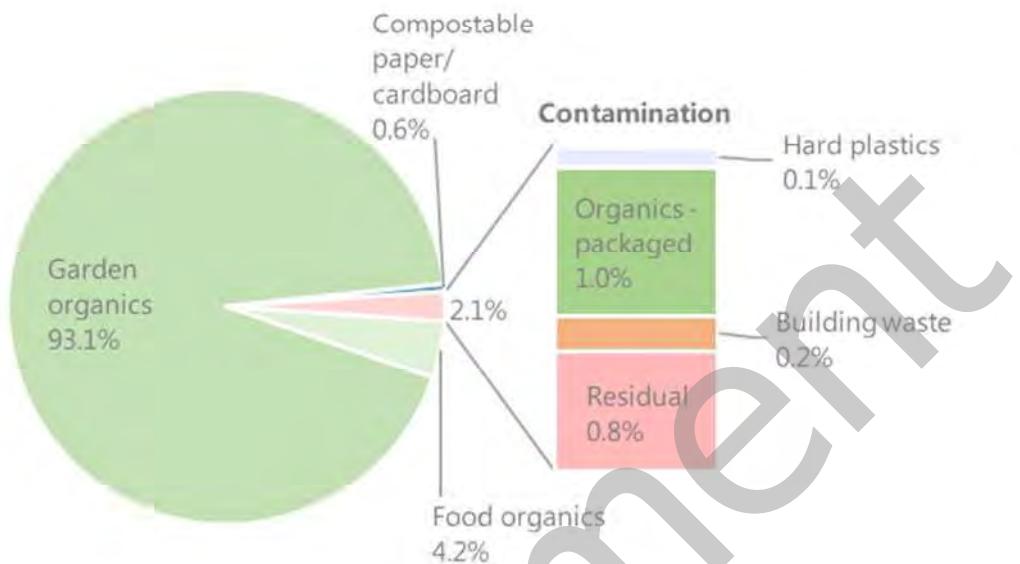


Figure 39: Composition of organics recycling bins (% weight) for City of Prospect

Contamination is in line with the metropolitan average of 2 per cent.⁶³ The top five contaminates for individual audit material categories (as outlined in Appendix 1) by weight are outlined in Table 87. Plastic packaged food made up half the contamination found.

Table 87: Top five contaminants in the organics recycling bin

Item	Weight (kgs)	% of total weight
Plastic packaged food (plastic containers and bags etc.)	22.5 kgs	1.0%
Textiles (clothing, footwear, leather, rubber etc.)	13.1 kgs	0.6%
C&D material (building materials and fittings)	5.4 kgs	0.2%
Hard plastics (empty bottles, food packaging, trays, plant pots etc.)	2.9 kgs	0.1%
Soft Plastic (plastic film, loose plastic bags etc.)	2.7 kgs	0.1%

⁶³ Green Industries SA, 2019

Food waste

Food was separated into four different presentation categories (i.e. loose, in compostable bags, plastic packaged and containerised). Table 88 outlines the food that was audited across the four audit categories and amount that was deemed still edible. These results have been adjusted to consider presentation rates and are presented in kilograms per household, per week figures.

Table 88: Summary of the food waste in the general waste and organics recycling bins and the edible component by kilograms per household per week (kg/hh/wk)

Type	General waste			Organics recycling			Total		
	Total food audited	Total edible food		Total food audited	Total edible food		Total food audited	Total edible food	
	kg/hh/wk	kg/hh/wk	%	kg/hh/wk	kg/hh/wk	%	kg/hh/wk	kg/hh/wk	%
Loose food	1.28	0.83	65%	0.04	0.04	92%	1.32	0.87	66%
Food in compostable bags	-	-	-	0.24	0.17	72%	0.24	0.17	72%
Plastic packaged food	0.33	0.31	94%	0.06	0.05	75%	0.39	0.36	91%
Food in containers (e.g. jars/tins)	0.05	0.03	69%	-	-	-	0.05	0.03	69%
Total	1.66	1.18	71%	0.34	0.26	75%	2.00	1.43	72%

Food waste was also separated further into food categories to understand the types of food that residents discarded. Table 89 outlines the types of food waste that were discarded in the general waste and organics recycling bins.

Table 89: Composition of the types of food waste in the general waste and organics recycling bins.

Type	General waste		Organics recycling		Total	% of total food waste
	kg/hh/wk	kg/hh/wk	kg/hh/wk	kg/hh/wk	%	
Meat/poultry/fish	0.19	0.01	0.20	0.20	10%	
Dairy	0.05	-	0.05	0.05	2%	
Fruit	0.35	0.07	0.42	0.42	21%	
Vegetables	0.39	0.07	0.46	0.46	23%	
Bread	0.19	0.02	0.20	0.20	10%	
Pasta/Rice	0.09	0.01	0.10	0.10	5%	
Beverages	0.03	-	0.03	0.03	2%	
Other pantry items	0.16	0.01	0.17	0.17	9%	
Takeaway food	0.02	-	0.02	0.02	1%	
Mixed food waste	0.18	0.16	0.34	0.34	17%	
Total	1.66	0.34	2.00			

The auditor also estimated the amount of the food that was inedible compared to edible and still suitable for human consumption.⁶⁴ Table 90 outlines the findings from the assessment and shows that 72 per cent of the food was considered edible.

Table 90: Categories of food waste and the amount of food that was edible and inedible

	Edible <i>kg/hh/wk</i>	Inedible <i>kg/hh/wk</i>	Total <i>kg/hh/wk</i>	% of total food waste edible %
Meat/poultry/fish	0.14	0.06	0.20	72%
Dairy	0.05	<0.01	0.05	95%
Fruit	0.22	0.21	0.42	51%
Vegetables	0.28	0.18	0.46	60%
Bread	0.20	<0.01	0.20	100%
Pasta/Rice	0.10	<0.01	0.10	100%
Beverages	0.03	<0.01	0.03	95%
Other pantry items	0.15	0.03	0.17	85%
Takeaway food	0.02	-	0.02	100%
Mixed food waste	0.25	0.09	0.34	74%
Total	1.43	0.57	2.00	72%

⁶⁴ Note this is highly subjective and is therefore only a guide.

Material efficiency

Material separation efficiency is the proportion of each recyclable material that is correctly presented. It provides an insight into how well residents are separating recyclable materials into the correct bin. It is calculated by determining the weight of material in the correct bin and then divided by the total weight across all three bins. The results (Figure 40 below) have been adjusted to consider the presentation rates in order to provide an estimate across all households within the council, not just the households included in the audit.

Materials separation efficiency (% weight based on kg/hh/wk)

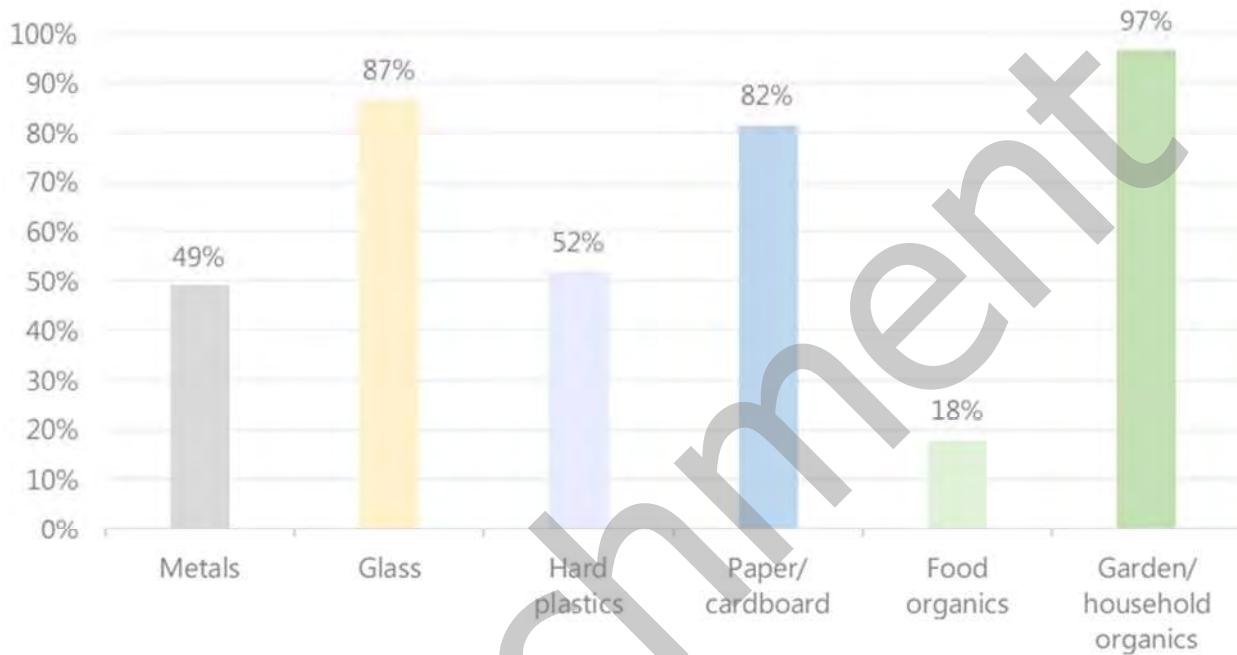


Figure 40: Materials separation efficiency across the three bins for City of Prospect

Compostable bag use

The number of compostable bags and plastic bags (not including plastic food packaging e.g. bread bags) containing separated food/organics were recorded during the audit. Table 91 outlines the total bags that were found and the materials inside. This reveals whether residents are using compostable bags to dispose of food/organics and whether they place it in the correct bin. Note that there was also a roll of compostable bags disposed of into general waste bins.

Table 91: No. compostable and plastic bags used for FOGO and compostable bags containing general waste

	General waste	Comingled recycling	Organics recycling
	# items	# items	# items
Compostable bags containing general waste	-	-	-
Compostable bags containing food/organics	-	-	138
Compostable bags containing pet/garden waste	-	-	-
Plastic bags containing food/organics	-	-	15

* Assumed to be plastic bags with separated food waste/organics in them (e.g. as used in a caddy). Does not include loose food waste disposed of into general waste bags mixed with other wastes or plastic food packaging (e.g. bread bags, fresh/frozen vegetable plastic packaging/bags).

CDS and non-CDS containers

During the audit, the general waste and comingled recycling bin material was separated into a selection of 22 CDS non-CDS beverage containers (e.g. wine, spirit bottles and milk bottles) categories by type (e.g. material, size and contents), and a non-beverage single-use plastic containers (e.g. shampoo bottles, washing liquid) categories. Additionally, there were a small number of containers found in the organics recycling bins, which were considered insignificant in total and were not included in the analysis. Further information on the expanded categories can be found in Appendix 1 and the data outputs is provided in the separately attached Appendix 4 spreadsheet.

Table 92 below details the estimated percentage of CDS beverage containers correctly disposed of into comingled recycling bins (not in general waste and organics recycling bins) by households for each council. On average, across all households an estimated 82 per cent of CDS beverage containers are being disposed of into the correct bin.

Table 92: Number of CDS (10 cent refund) containers across three bins and the number of wine and spirits bottles

CDS material type	Correct disposal rate (%)
Metal CDS beverage containers	85.4%
Glass CDS beverage containers	88.0%
Plastic CDS beverage containers	82.5%
LPB CDS beverage containers	44.7%
Total CDS beverage containers	81.6%

Table 93 and Table 94 overleaf provides the estimated number of CDS by material type and Top 5 non-CDS beverage containers by percentage weight and by count disposed of into general waste and comingled bins per week and per annum. Key figures include:

- Glass wine bottles make up the largest individual container types disposed of into comingled recycling bins by percentage weight (15.7 per cent).
- The most common non-CDS beverage container type was plastic HDPE milk containers (49 per annum), followed by glass wine bottles (48 per annum).
- An estimated 190 non-beverage single-use plastic containers are disposed of by households per annum.

Table 93: Est. CDS and non-CDS container types (by percentage weight) in each household bin per week

City of Prospect	General waste		Comingled recycling		Totals		weight (kg) per hh per annum
	weight (kg) per hh per wk	% of total weight or bin	weight (kg) per hh per wk	% of total weight or bin	weight (kg) per hh per wk	% of total weight or bin	
CDS beverage containers by material type by weight							
Metal CDS beverage containers	<0.01	<0.1%	<0.01	0.1%	0.01	0.1%	0.30
Glass CDS beverage containers	0.04	0.6%	0.12	3.9%	0.16	1.4%	8.09
Plastic CDS beverage containers	<0.01	0.1%	0.01	0.5%	0.02	0.2%	0.98
LPB CDS beverage containers	<0.01	0.1%	<0.01	<0.1%	<0.01	<0.1%	0.23
Subtotal (CDS beverage containers)	0.04	0.7%	0.14	4.6%	0.18	1.7%	9.60
Top 5 non-CDS beverage container by weight (East Waste Avg.)							
1. Glass non-CDS wine	0.01	0.2%	0.48	15.7%	0.49	4.6%	25.43
2. Glass non-CDS spirit	0.01	0.2%	0.03	1.1%	0.04	0.4%	2.31
3. Plastic non-CDS HDPE milk drink	<0.01	0.1%	0.04	1.5%	0.05	0.5%	2.55
4. LPB non-CDS foil milk drink	<0.01	<0.1%	0.01	0.5%	0.02	0.2%	0.91
5. LPB non-CDS non-foiled milk drink	<0.01	<0.1%	<0.01	0.1%	<0.01	<0.1%	0.25
Total all other non-CDS beverage containers (combined)	0.03	0.5%	0.59	19.4%	0.62	5.8%	32.43
Subtotal (non-CDS beverage containers)	0.06	1.0%	1.17	38.3%	1.23	11.4%	63.89
Other (non-beverage) items							
Non-beverage single-use plastic containers	0.09	1.4%	0.10	3.1%	0.18	1.7%	9.59
Total containers	0.2	3.1%	1.4	46.0%	1.6	14.9%	83.1

Table 94: Est. CDS and non-CDS container types (by count) in each household bin per week

City of Prospect	General waste		Comingled recycling		Totals	
	Avg. items per hh per week	Avg. items per hh per week	Avg. items per hh per week	Avg. items per hh per annum		
CDS beverage containers by material type by count						
CDS Metal	0.11	0.30	0.4	21		
CDS Glass	0.16	0.55	0.7	37		
CDS Plastic	0.20	0.45	0.6	34		
CDS LPB	0.20	0.07	0.3	14		
Subtotal (CDS beverage containers)	0.7	1.4	2.0	105		
Top 5 non-CDS beverage container by count (East Waste Avg.)						
1. Plastic - HDPE Milk	0.05	0.89	0.9	49		
2. Glass - Wine	0.02	0.90	0.9	48		
3. LPB - Foiled Milk	0.07	0.34	0.4	21		
4. LPB - Non-foiled Milk	0.02	0.15	0.2	8		
5. Glass Spirit	0.02	0.06	0.1	4		
Total all other non-CDS beverage containers (combined)	0.03	0.27	0.3	16		
Subtotal (non-CDS beverage containers)	0.2	2.6	2.8	146		
Other (non-beverage) items						
Non-beverage single-use plastic containers	1.5	2.1	3.6	190		
Total containers	2.4	6.1	8.5	442		

Table 95 and Table 96 below provide the top ten beverage container types disposed of into general waste and comingled recycling bins by percentage weight and by count.

Table 95: Top 10 beverage containers disposed of into general waste and comingled recycling bins by percentage weight

Rank	General waste		Comingled recycling		Totals	
	Item	% weight of bins	Item	% weight of bins	Item	% weight of bins
1.	Glass CDS >150ml	0.6%	Glass non-CDS wine	15.7%	Glass non-CDS wine	5.3%
2.	Glass non-CDS spirit	0.2%	Glass CDS >150ml	3.9%	Glass CDS >150ml	1.7%
3.	Glass non-CDS wine	0.2%	Plastic non-CDS HDPE milk drink	1.5%	Plastic non-CDS HDPE milk drink	0.5%
4.	Plastic non-CDS HDPE milk drink	0.1%	Glass non-CDS spirit	1.1%	Glass non-CDS spirit	0.5%
5.	Plastic CDS PET >150ml	0.1%	LPB non-CDS foil milk drink	0.5%	Plastic CDS PET >150ml	0.2%
6.	LPB non-CDS foil milk drink	>0.1%	Plastic CDS PET >150ml	0.5%	LPB non-CDS foil milk drink	0.2%
7.	LPB CDS foil >150ml	>0.1%	Plastic non-CDS PET juice drink	0.4%	Plastic non-CDS PET juice drink	0.1%
8.	Metal CDS >150ml	>0.1%	LPB non-CDS non-foiled milk drink	0.1%	Metal CDS >150ml	0.1%
9.	Plastic CDS HDPE >150ml	>0.1%	Metal CDS >150ml	0.1%	LPB non-CDS non-foiled milk drink	0.1%
10.	LPB CDS non-foiled >150ml	>0.1%	Plastic non-CDS HDPE juice drink	0.1%	LPB CDS foil >150ml	>0.1%

Table 96: Top 10 beverage containers disposed of into general waste and comingled recycling bins by count

Rank	General waste		Comingled recycling		Totals		
	Item	Avg. items per bin per week	Item	Avg. items per bin per week	Item	Avg. items per hh per week	Avg. items per hh per annum
1.	LPB CDS foil >150ml	0.2	Glass non-CDS wine	0.9	Plastic non-CDS HDPE milk drink	0.9	49
2.	Glass CDS >150ml	0.2	Plastic non-CDS HDPE milk drink	0.9	Glass non-CDS wine	0.9	48
3.	Plastic CDS PET >150ml	0.1	Glass CDS >150ml	0.6	Glass CDS >150ml	0.7	37
4.	Metal CDS >150ml	0.1	Plastic CDS PET >150ml	0.4	Plastic CDS PET >150ml	0.6	29
5.	LPB non-CDS foil milk drink	0.1	LPB non-CDS foil milk drink	0.3	LPB non-CDS foil milk drink	0.4	21
6.	Plastic non-CDS HDPE milk drink	0.1	Metal CDS >150ml	0.3	Metal CDS >150ml	0.4	21
7.	Plastic CDS other <150ml	0.0	Plastic non-CDS PET juice drink	0.2	LPB CDS Foil >150ml	0.2	12
8.	Plastic CDS HDPE >150ml	0.0	LPB non-CDS non-foiled milk drink	0.1	Plastic non-CDS PET juice drink	0.2	9
9.	Glass non-CDS spirit	0.0	Glass non-CDS spirit	0.1	LPB non-CDS non-foiled milk drink	0.2	8
10.	Glass non-CDS wine	0.0	LPB CDS foil >150ml	0.0	Glass non-CDS spirit	0.1	4

Example audit photos

General waste

Audited sample



Unrecovered resources



Contaminants



Comingled recycling

Audited sample



Contaminants

**Organics recycling**

Audit sample



Contaminants



Appendices

Audit results

Attachment

Appendix 1 – Audit categories

Table 25 below details the audit data categories that each council bin material was audited into. Please note:

- Town of Walkerville bins were not audited into the CDS categories.
- The general waste and comingled recycling bins for Town of Walkerville and City of Mitcham were not audited into the non-beverage single-use plastic containers category.
- Organics bins were not audited into the CDS categories or the non-beverage single-use plastic containers.

Table 25: Audit categories

Main category	Subcategory	No.	Standard Categories Individual material type	CDS categories		
				First sort	Second sort	Third sort
Metals	Metals	1		CDS	>150ml	
	Metals	2		CDS	<150ml	
	Metals	3		Non-CDS	Soft drink	
	Metals	4	Metal bottles and containers	Non-CDS	Juice drink	
	Metals	5	(weighted and counted after each sort, and photo for each category)	Non-CDS	Milk drink	
	Metals	6	after second sort)	Non-CDS	Wine	
	Metals	7		Non-CDS	Beer	
	Metals	8		Non-CDS	Spirit	
	Metals	9		Non-CDS	Other	
	Metals	10	Aluminium (trays or foil rolled in ball or other)			
	Metals	11	Non-ferrous - other			
	Metals	12	Aerosol (aluminium/steel)			
	Metals	13	Steel packaging (food and pet food tins)			
Glass	Metals	14	Steel - other (fry pans, cutlery (taped bundles), clean paint tins etc.)			
	Glass	15		CDS	>150ml	
	Glass	16		CDS	<150ml	
	Glass	17		Non-CDS	Soft drink	
	Glass	18	Glass bottles and containers	Non-CDS	Juice drink	
	Glass	19	(weighted and counted after each sort, and photo for each category)	Non-CDS	Milk drink	
	Glass	20	after second sort)	Non-CDS	Wine	
	Glass	21		Non-CDS	Beer	
	Glass	22		Non-CDS	Spirit	
	Glass	23		Non-CDS	Other	
	Glass	24	Glass jars & bottles			
	Residual	25	Glass - non-recyclable (Pyrex/food containers, window etc.)			
	Glass	26	Glass (acceptable broken glass >50mm)			
Plastic	Residual	27	Mixed glass/fines (10-50mm) – Swept/raked into pile and weighed			
	Hard plastics	28		CDS	PET	>150ml
	Hard plastics	29		CDS	PET	<150ml
	Hard plastics	30		CDS	HDPE	>150ml
	Hard plastics	31		CDS	HDPE	<150ml
	Hard plastics	32		CDS	Other	>150ml
	Hard plastics	33		CDS	Other	<150ml
	Hard plastics	34		Non-CDS	PET	Soft drink
	Hard plastics	35		Non-CDS	PET	Juice drink
	Hard plastics	36		Non-CDS	PET	Milk drink
	Hard plastics	37		Non-CDS	PET	Wine
	Hard plastics	38	Plastic bottles and containers (weighted and counted after each sort, and photo for each category after third sort)	Non-CDS	PET	Beer
	Hard plastics	39		Non-CDS	PET	Spirit
	Hard plastics	40		Non-CDS	PET	Other
	Hard plastics	41		Non-CDS	HDPE	Soft drink
	Hard plastics	42		Non-CDS	HDPE	Juice drink
	Hard plastics	43		Non-CDS	HDPE	Milk drink
	Hard plastics	44		Non-CDS	HDPE	Wine
	Hard plastics	45		Non-CDS	HDPE	Beer
	Hard plastics	46		Non-CDS	HDPE	Spirit
	Hard plastics	47		Non-CDS	HDPE	Other
	Hard plastics	48		Non-CDS	Other	Other
	Hard plastics	49	Non-beverage single-use plastic containers			
	Residual	50	Squeeze packs (E.g. Yogurt, toothpaste, moisturiser etc)			

Main category	Subcategory	No.	Standard Categories	CDS categories		
			Individual material type	First sort	Second sort	Third sort
Paper/ Cardboard	Hard plastics	51	Rigid plastics (food packaging, trays, plant pots etc.)			
	Hard plastics	52	Other rigid plastic (lids and small hard plastics in plastic container)			
	Residual	53	Soft Plastic (plastic film, loose plastic bags etc.)			
	Residual	54	Polystyrene			
	Paper/cardboard	55		CDS	Foil	>150ml
	Paper/cardboard	56		CDS	Foil	<150ml
	Paper/cardboard	57		CDS	Non-foiled	>150ml
	Paper/cardboard	58		CDS	Non-foiled	<150ml
	Paper/cardboard	59		Non-CDS	Foil	Soft drink
	Paper/cardboard	60		Non-CDS	Foil	Juice drink
	Paper/cardboard	61		Non-CDS	Foil	Milk drink
	Paper/cardboard	62		Non-CDS	Foil	Wine
	Paper/cardboard	63	LPB (weighted and counted after each sort, and photo for each category after third sort)	Non-CDS	Foil	Beer
	Paper/cardboard	64		Non-CDS	Foil	Spirit
	Paper/cardboard	65		Non-CDS	Foil	Other
	Paper/cardboard	66		Non-CDS	Non-foiled	Soft drink
	Paper/cardboard	67		Non-CDS	Non-foiled	Juice drink
	Paper/cardboard	68		Non-CDS	Non-foiled	Milk drink
	Paper/cardboard	69		Non-CDS	Non-foiled	Wine
	Paper/cardboard	70		Non-CDS	Non-foiled	Beer
	Paper/cardboard	71		Non-CDS	Non-foiled	Spirit
	Paper/cardboard	72		Non-CDS	Non-foiled	Other
	Paper/cardboard	73	LPB non drink			
	Paper/cardboard	74	Newspaper			
	Paper/cardboard	75	Paper (glossy, magazines, junk mail, envelopes, etc.)			
	Paper/cardboard	76	Paper (white/coloured computer, office etc.)			
	Paper/cardboard	77	Cardboard (Corrugated/non-corrugated cardboard)			
Recyclables	Residual	78	Coffee cups (disposal)			
	Compostable paper/cardboard	79	Paper (shredded loose)			
Organics	Organics packaged	80	Paper (shredded in bags)			
	Compostable paper/cardboard	81	Soiled paper and cardboard (compostable - soiled, wet, tissues etc.)			
	Bagged recycling	82	Mixed recycling in plastic bags			
	Food organics	83	Food/kitchen (in compostable starch bags)			
	Food organics	84	Food/kitchen (loose)			
	Organics packaged	85	Containerised food (jars, bottles, cans or tins)			
	Organics packaged	86	Plastic packaged food (plastic containers and bags etc.)			
	Organics packaged	87	Drinks in containers			
	Garden organics	88	Organic garden waste (lawn clippings, leaves, weeds, branches etc.)			
	Garden organics	89	Wood (compostable)			
C&D/Earth Based	Garden organics	90	Pet waste (loose and in compostable bags)			
	Organics packaged	91	Bagged garden waste (including pet waste in non compostable bags)			
E-waste	Building waste	92	C&D material (building materials and fittings)			
	Earth based	93	Dust, dirt, rock, ash			
	E-waste	94	Household batteries			
	E-waste	95	E-waste (small - mobile phones, chargers etc.)			
	E-waste	96	E-waste (large - electrical goods, kitchen appliances, cables etc.)			
Hazardous	Hazardous waste	97	Light globes (including fluorescent tubes)			
	Hazardous waste	98	Medical waste (needle sticks, bio contaminants, pills, drugs)			
	Hazardous waste	99	Hazardous material (gas bottles, chemicals, engine oil, paint tins with paint etc.)			
	Hazardous waste	100	Other Hazardous - specify (e.g. asbestos)			
Residual	Residual	101	General waste (loose and in bags)			
	Residual	102	Ceramics			
	Residual	103	Textiles (clothing, footwear, leather, rubber etc.)			
	Residual	104	Sanitary (nappies and hygiene products)			
	Other	105	Other separately reported (unclassified, miscellaneous, notable items e.g. vehicle batteries)			
Additional items		106	Listed separately			

Appendix 2 – East Waste Member Council 2018/19 performance snapshot

Table 26 and Table 27 below provide a snapshot of East Waste Member tonnages household bin tonnages, serviced dwellings and population, and estimated waste generation per household and per person.

Table 26: Total materials collected from the household bin service for East Waste Member Councils in 2018/19 and the estimated landfill diversion

Council	General	Comingled	Organics	Total	Est. landfill
	waste	recycling	recycling		
	Tonnes	Tonnes	Tonnes	Tonnes	%
Adelaide Hills Council	7,027	3,473	3,863	14,363	51.1%
City of Burnside	7,570	4,004	6,649	18,223	58.5%
Campbelltown City Council	9,123	4,103	6,328	19,554	53.3%
City of Mitcham	11,867	5,913	9,373	27,153	56.3%
City of Norwood, Payneham & St Peters	6,839	3,332	4,526	14,697	53.5%
City of Prospect	3,911	1,682	2,663	8,256	52.6%
Town of Walkerville	1,392	633	1,058	3,083	54.8%
East Waste totals	47,729	23,140	34,460	105,329	54.7%

Table 27: Estimated waste generation per household and per household for East Waste Member Councils based on the total 2018/19 collection data (Table 26)

Council	Est. pop. (2018) ²⁵	Est. annual waste generation per person	Est. no. properties serviced by East Waste ²⁶	Est. weekly waste generation per household			
				General waste	Comingled recycling	Organics recycling	Total
No.	kgs	No.	kgs	kgs	kgs	kgs	kgs
Adelaide Hills Council	39,734	361	17,615	7.7	3.8	4.2	15.7
City of Burnside	45,706	399	19,859	7.3	3.9	6.4	17.6
Campbelltown City Council	51,469	380	24,662	7.1	3.2	4.9	15.2
City of Mitcham	67,253	404	29,931	7.6	3.8	6.0	17.4
City of Norwood, Payneham & St Peters	36,750	400	20,032	6.6	3.2	4.3	14.1
City of Prospect	21,259	388	9,901	7.6	3.3	5.2	16.0
Town of Walkerville	7,944	388	4,017	6.7	3.0	5.1	14.8
Total	270,115	390	126,017	7.3	3.5	5.3	16.1

²⁵ Source: profile.id.com.au, Community Profile for each Council

²⁶ Source: Eastern Waste Management Authority Annual Report 2018-2019



info@rawtec.com.au
+(618) 8294 5571
11 Paringa Ave, Somerton Park, South
Australia 5044

Attachment

\$220K

per year could be saved if all food and compostable materials were placed in the green bin rather than the landfill bin



53.1%
of the material in
the general waste/
landfill bin
could be
recycled or
composted

36.9%
was food
and compostable
items that should go in
the green bin

8.2%
was packaged food in
plastic bags or containers.
These should have been
emptied into the green bin



61.3%
of resources
were diverted
from landfill
however...



AGENDA ITEM NO.:**12.10****TO:**

Council on 28 July 2020

DIRECTOR:

Simon Bradley, Director Infrastructure and Environment

REPORT AUTHOR:

Simon Bradley, Director Infrastructure and Environment

SUBJECT:

Disability Access and Inclusion Plan 2020-2024

1. EXECUTIVE SUMMARY

The purpose of this report is to inform Council of the development of a Disability and Inclusion Plan 2020-2024 (DAIP).

City of Prospect is developing a Disability Access and Inclusion Plan 2020-2024 using the Disability Access and Inclusion Plan Took Kit "Everything we do is for everyone" as a guide in addition to guides and checklists in the Australian Local Government Association Disability Inclusion Planning – a Guide for Local Government.

A key objective is to develop and enhance a culture of inclusion within City of Prospect. The Disability Access Inclusion Plan will include the following outcomes to support people with disabilities:

- People with disabilities will have equitable access to buildings, facilities, services and events;
- People with disabilities will have equitable access to information and communication opportunities;
- Eliminate discrimination against people with disability;
- Ensure the legal equality of people with disability;
- Promote the recognition and acceptance within the community that people with disability have the same rights as the rest of the community;
- Ensure Council's employment practices will be inclusive.

The primary outcome is the development of disability inclusion strategies and actions which will reflect consultation with the community and the outcomes of the mapping exercise. Specific actions will be aligned with the National Disability Strategy six priority areas, being:

- 1) Inclusive and accessible communities;
- 2) Rights protection, justice and legislation;
- 3) Economic security;
- 4) Personal and community support;
- 5) Learning and skills;
- 6) Health and wellbeing.

And be supported by a description of:

- The strategy or action;
- The aim and expected outcome;

- The target population or audience;
- The timeframe for action;
- Who is responsible;
- The resources required for implementation, including any external partnerships;
- The specific and measurable indicators to assess performance;
- Any possible risks or challenges in implementation and mitigation strategies.

Council has developed a consultation plan, to ensure the needs of people with disability, their families and carers and persons or bodies representing the interests of people with disability are considered and represented. Council staff and Councillors will also be part of the engagement process. The consultation phase will happen at the beginning of the project and collaborate throughout the entire process.

2. RECOMMENDATION

- (1) Council having considered Item 12.10 Disability Access and Inclusion Plan 2020-2024 receive and note the report.**
-

3. DISCUSSION

In response to the Disability Discrimination Act, 1992 (DDA) Council developed disability access and inclusion plans in 2001 and in 2011-2016. These plans ensured Council met the requirements and objectives of the Act which were:

- a. Elimination of discrimination against persons on the grounds of disability;
- b. Ensuring that persons with disabilities have the same rights to equality before the law as the rest of the community; and
- c. Promoting recognition and acceptance within the community of the principle that persons with disabilities have the same fundamental rights as the rest of the community.

With the introduction of the Disability and Inclusion Act, 2018 (the Act) Council's legislative obligations have changed, prompting a review of our existing access plan, current processes and structures.

The project is to develop Council's Disability and Inclusion Plan (DAIP) to adhere with the legislative requirements of the Act.

The overall aim is to enable the full inclusion of people with disability in community life, providing improved access to mainstream supports and services, empowering individuals to reach their full potential as citizens and recognising the value of their contribution to society.

To achieve this we will need a whole of Council commitment, embedding the principles of the Act in everything we do, fostering a culture of inclusion and acceptance across the organisation. The benefits of this culture will spread beyond people with a disability, improving access and inclusion for all community members.

In accordance with the Act the DAIP will be developed in consultation with people with disability, those representing the interests of people with disability and members of the public.

The Plan will recognise the State Disability Inclusion Plan and will consider the additional disadvantage experienced by women, children, Aboriginal and Torres Strait Islander peoples and our culturally and linguistically diverse communities with disability.

The DAIP will establish measures to ensure people with disability can access our mainstream supports and services (and those provided on our behalf) and will develop strategies to support people with disability in the following areas:

- a. Access to built environs, events and facilities;
- b. Access to information and communications;
- c. Addressing the specific needs of people with disability in our programs and services; and
- d. Employment.

Council Administration has engaged 'EnvironArc Pty Ltd' to develop the DAIP for City of Prospect. 'EnvironArc Pty Ltd' have completed Disability Access and Inclusion plans for local councils Australia wide, in addition to a range of State and Federal Government agencies and NFP organisations and businesses. A copy of the consultant's submission is provided as **Attachment 1-28**.

Consultation will play an important role in developing the DAIP. 'EnvironArc Pty Ltd' have developed a consultation plan, to effectively consult with people with disability, their families and carers and persons or bodies representing the interests of people with disability. The consultation phase will happen at the beginning of the project and collaborate throughout the entire process.

The consultation process will gather feedback on how people with disability, their families and carers and persons or bodies representing the interests of people with disability, find access to built environments, access to information and discrimination they may have encountered in our community.

The focus will be to engage with people with a range of abilities and impairments to gain insight into how Council services or facilities are used, to help plan for those services/facilities to be as inclusive as possible. We would also call for submissions from members of the public.

In addition to this, we will engage with all areas of Council including staff and Councillors, to find out ways disability inclusion actions can be incorporated into existing policies and the Strategic Plan.

The outcomes of developing a DAIP will be:

1. Delivery of the City of Prospect Disability and Inclusion Plan 2020 – 2024 by 31 October 2020.
2. Development of an Access and Inclusion Implementation Action Plan which captures the actions, related recommendations and staff development required to achieve the objectives of the plan.

3. Development of an Access and Inclusion Checklist to support staff in considering these elements in all that we do.

Council Administration will develop a DAIP which seeks to guide an increase in the ease of access and inclusion for all community members over the next four years. The draft DAIP will be developed to a point where it is considered suitable to form the basis of community consultation and will then be recommended to Council to authorise community consultation on the plan. Following community consultation the final DAIP will be presented to Council for endorsement.

Implications, Related Questions and Further Information

Financial Impact

Council has not allocated funding specifically relating to the development of DAIP, however funding to engage a consultant will be allocated to a consultancy budget.

Relevance to Core Strategies / Policy

- *Local Government Act, 1999*
- *Disability and Inclusion Act, 2018*

Strategic Plan to 2020 Theme 1 – People “Know, empower, celebrate, educate and activate our community”

- Strategy 1.1 Know our community
Strategy 1.3 Active living for every age, every stage
Strategy 1.4 Celebrate our diverse and creative community

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

- Strategy 2.3 An accessible City

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.1 Excellence in Infrastructure

ATTACHMENTS

Attachments 1-28: EnvironArc Pty Ltd Fee Proposal



FEE PROPOSAL

EnvironArc Pty Ltd

PO Box 56
North Adelaide SA 5006

Contact: Michael Galea
0414 572 840

**City of Prospect
Disability Access and Inclusion Plan**
11th June 2020



CONTENTS

Item	Description	Page
1	Appreciation of Council's expectations	2
2	Project Methodology	2
3	Past experience with this type of work for local Councils in South Australia	4
4	Price	5
5	Proposed deliverables included in the price	5
6	Accessible Formatting	5
7	Relevant Experience & Technical Expertise of Staff	6
8	Professional Indemnity Insurance	6
9	Work Health & Safety – Processes and Systems	6
10	Referees	7
	Appendix	



1 Appreciation of Council's expectations

The City of Prospect is considering a Disability Access and Inclusion Plan for its Council area using the Disability Access and Inclusion Plan Took Kit "Everything we do is for everyone" as a guide in addition to guides and checklists in the Australian Local Government Association Disability Inclusion Planning – a Guide for Local Government.

We will also use the guidelines from the Australian Human Rights Commission, as that is the authority who receives formal complaints of discrimination and who advises people on their rights and acts as a mediator for resolution of matters before and if court action pursues.

The Disability Access Inclusion Plan will include the following outcomes to support people with disabilities:

- People with disabilities will have equitable access to buildings, facilities, services and events;
- People with disabilities will have equitable access to information and communication opportunities;
- Eliminate discrimination against people with disability;
- Ensure the legal equality of people with disability;
- Promote the recognition and acceptance within the community that people with disability have the same rights as the rest of the community;
- Ensure Council's employment practices will be inclusive.

2 Project Methodology

Establishment of a DAIP includes, but is not excluded to the following processes:

2.1 Consultation

We would prepare a consultation plan, to effectively consult with people with disability, their families and carers and persons or bodies representing the interests of people with disability.

The consultation phase will happen at the beginning of the project and collaborate throughout the entire process.

The consultation process will gather feedback on how people with disability, their families and carers and persons or bodies representing the interests of people with disability find access to built environments, access to information and discrimination they may have encountered in our community.

Our focus will be to engage with people with a range of abilities and impairments to gain insight into how Council services or facilities are used, to help plan for those services/facilities to be as inclusive as possible. We would also call for submissions from members of the public.

In addition to this, we will engage with all areas of council including staff and Elected Members, to find out ways disability inclusion actions can be incorporated into existing policies and the strategic plan. This will also include the establishment of a Disability Advisory Committee if none exists.

2.2 Gap analysis (Mapping)

A gap analysis and review process will be engaged to:

- Assess the Council's culture and approach;
- Identify existing disability inclusion initiatives and practices;
- Incorporate relevant demographic information;
- Evaluate how people with disability visiting the Council area may access Council services such as tourism or recreational facilities;
- Ascertain potential opportunities for improved inclusion and further consultation;
- Identify which senior manager, executive or committee is responsible for action plan governance, accountability and implementation.

2.3 Develop strategies and actions

The primary outcome is the development of disability inclusion strategies and actions which will reflect consultation with the community and the outcomes of the mapping exercise. Specific actions will be aligned with the National Disability Strategy six priorities areas, being:

- 1) Inclusive and accessible communities;
- 2) Rights protection, justice and legislation;
- 3) Economic security;
- 4) Personal and community support;
- 5) Learning and skills;
- 6) Health and wellbeing.

And be supported by a description of:

- The strategy or action;
- The aim and expected outcome;
- The target population or audience;
- The timeframe for action;
- Who is responsible;
- The resources required for implementation, including any external partnerships;
- The specific and measurable indicators to assess performance;
- Any possible risks or challenges in implementation and mitigation strategies.

2.4 Reporting

All actions will be agreed and recorded, however in the final DAIP which will be promoted to the community will include, as a minimum, the action, the aim and the expected outcome and timeframe for action.

The project will incorporate the development of a monitoring, evaluation and reporting strategy which can support council by providing a clear framework for how progress against the action plan is demonstrated and communicated. The Strategy can include the data sources required to monitor each action or an outline of how the data will be collected. The strategy would clearly define the process, responsibility and timeframes for reporting and establish the expectation of continual improvement.

This will assist council to:

- Respond to progress in a timely way and support or amend actions
- Ensure transparency and accountability
- Maintain momentum and ensure that the action plan drives action

2.5 Publish, promote and implement the plan

Council could make the action available in an accessible format, such as an accessible word document as well as large print, audio, easy English, Braille or Auslan as required, in accordance with the guidelines set down by the Australian Round Table for the Print Disabled. As 'additional works' we can assist in this regard.



3 Past experience with this type of work for local Councils in South Australia

We have completed Disability Access and Inclusion plans for local councils Australia wide, in addition to a range of state and federal government agencies and NFP organisations and businesses.

Recent relevant local government plans in South Australia include:

- Adelaide Plains Council
- Alexandrina Council
- Barossa Council
- Copper Coast Council
- Gawler Town Council
- Light Council
- Loxton Waikerie Council
- Mid Murray Council
- Port Augusta Council
- City of Playford
- City of Prospect
- City of Unley
- City of West Torrens
- Wattle Range Council

4 Price

- a) Our fixed fee to undertake the 22 items listed below will be \$5,880.00 ex GST. This will be based on Council officers providing the details requested in the attached "check-list"; providing a venue to hold the consultative workshops, promote involvement in the proposed survey and any community consultation advertising.
- b) Additional works beyond the initial scope, will be at our Council Solutions Rate of \$95.00 per hour ex GST. Additional workshops can be done for \$880 each ex GST. Additional works will be subject to travel and accommodation costs if necessary and approved by Council.

5 Proposed deliverables included in the price

- 1) Liaise with Council re project start-up to reaffirm brief;
- 2) Gain all existing Council Policies and Procedures and Plans;
- 3) Undertake gap assessment of all existing Policies and Procedures;
- 4) Gain an understanding of the Council organisation and key people responsibilities;
- 5) Schedule Access Legislation and DAIP Plan workshops;
- 6) Undertake Access and Plan workshops (up to 20 people) for Staff (Day 1 morning);
- 7) Undertake Access and Plan workshops (up to 20 people) for Management & Elected (Day 1 afternoon);
- 8) Undertake Access and Plan workshops (up to 20 people) for the Community & Elected (Day 1 Evening);
- 9) Collate comments and ideas from all workshops;
- 10) Prepare community/staff consultation survey;
- 11) Gain Council feedback and approval for survey;
- 12) Council to promote and widely distribute survey, both hard copy and on-line;
- 13) Receive survey results and ideas then collate;
- 14) Assess demographics of area population and collate;
- 15) Assess demographics of area visitor numbers and collate;
- 16) With all collated ideas, comments, and gap analysis findings, undertake DAIP development;
- 17) Draft DAIP to Council for review;
- 18) Make alterations to Draft DAIP as necessary;
- 19) Provide Final Draft DAIP for community comments and review;
- 20) Make alterations to the Final Draft from community comments and review;
- 21) Submit to Council for adoption;
- 22) Register DAIP with AHRC.

6 Accessible Formatting

To support the requirement in the brief, whereby "*the action plan should be made available in an accessible format, such as an accessible word document as well as large print, audio, easy English, Braille or Auslan as required*", we have attached a costing schedule from Vision Australia for their high quality specialised services.

The costs associated with these works will be subject to the preparation of a brief outlining the scope of the required services and:

- the size of the final document;
- if council has in-house IT resources to make changes to the Council website if necessary;

- which local printing companies' council use if any;
- which printing services council use from the LGASA Procurement Panel;
- if alternate opportunities are available for the production of audio media (Brighton Community Access Radio) etc.

7 Relevant Experience & Technical Expertise of Staff

The EnvironArc Team who will work with Council to prepare their DAIP will be:

Michael Galea

Access Planner and
Internationally Certified Access Consultant

David Stewart

Specialist Access Auditor

Mary Galea

Project Administration

Debbie Willis

Contract Administration

Relevant CV's attached in the appendix.



8 Professional Indemnity Insurance

Please refer appendix.

9 Work Health & Safety – ISO 18001:2007 Certification of Systems

Please refer appendix.

10 Referees

Steve Chapple

Director Development Services
Wattle Range Council
0427 946 783

Monica Du Plessis

Manager Community Wellbeing
City of Holdfast Bay
0419 800 347

Kirsty Morgan

Manager Environmental Services
Mid Murray Council
0409 679 459

Linda Weiss

Community Development Officer
Town of Gawler
Phone 8522 9208 or Mobile 0488 995 910

Lorinda Bayley

Community Development Officer – Strategy & Development
Light Regional Council
Phone 8525 3200 or Mobile 0428 947 479

Colin Shackleford

Manager Community Wellbeing
Alexandrina Council
Ph: 8555 7000





Attachment

Insurance Certificates of Currency

- Public and Products Liability
- Professional Indemnity
- Return To Work (WorkCover)
- Property and General Property
- Motor Vehicles

29 January, 2020

Certificate of Currency

This is to certify that the following policy reference is current, as at the date stated above.

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

Insurance Class:	Professional Indemnity
Insured Name:	Environarc Design Pty Ltd
Professional Business:	Architect Architect – Drafting Architect – Contract Management Energy rating and feasibility studies Disability access and discrimination services
Policy Inception Date:	30 September 2019
Policy Expiry Date:	30 September 2020
Limit of Indemnity:	\$ 10,000,000 any one claim \$ 20,000,000 in the aggregate
Policy Number:	132A002796PLP

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder.



Achila Gunasekera
Underwriter - Financial Lines

ALLIANZ AUSTRALIA INSURANCE LIMITED



BUSINESS INSURANCE

Certificate of Currency

473

Issue Date
29 January 2020

INSURER: Insurance Australia Limited
ABN 11 000 016 722
AFSL 227681
Trading as CGU Insurance
181 WILLIAM ST,
MELBOURNE VIC 3000

The policy referred to is current as at the date of issue of this certificate and whilst an expiry date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Details

Policy Number: 15T7446075
Type of Policy: Business Insurance
Expiry Date: 30 September 2020
Insured: ENVIRONARC DESIGN PTY LTD

Cover Details

Section 5 - Liability

	Sum Insured
Public Liability	\$ 20,000,000
Products Liability	\$ 20,000,000

This is to certify cover has been granted in terms of the Company's Standard Policy, a copy of which is available on request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extent of your insurance cover.

Certificate of registration

Return to Work Act 2014

Employer number 23375406
Employer name Environarc Design Pty Ltd as T/tee
Trading name Environarc Design Pty Ltd

Date of issue: 2 July 2019

Statement of coverage valid until 30 June 2020

This employer is registered as an employer under the *Return to Work Act 2014* (the Act).

Environarc Design Pty Ltd as T/tee is registered from 01/07/2009

The information provided in this Certificate of registration is correct at the date of issue.

Important information

A certificate of registration is issued in South Australia to certify that an employer is registered under the Act. This certification is valid until 30 June 2020 or until Environarc Design Pty Ltd as T/tee ceases to be an employer who is required to be registered under the Act.

If there are any errors on this form, please inform ReturnToWorkSA within 30 calendar days. If you do not do this, under section 165(6) of the Act a maximum penalty of \$5,000 may apply.

A copy of this certificate must be produced by an employer within 5 business days of a request by a person authorised under section 165(8) of the Act. Failure to do so may result in a maximum penalty of \$1,000 under section 165(3) of the Act.

A person who fraudulently alters a certificate of registration is guilty of an offence. A maximum penalty of \$25,000 under section 165(5) of the Act may apply.

If you require any further assistance or information, please contact ReturnToWorkSA on 13 18 55 or by email to info@rtwsa.com.



Attachment

Relevant Staffing Resources

- PROJECT STAFF
CURRICULUM VITAE'S



Michael Galea
Managing Director
Internationally Accredited Disability Access Consultant

Michael is the Managing Director for EnvironArc Design Pty Ltd.

He has a combination of 42 years' experience in universal design, disability access projects and advocacy; architecture, corporate and project management and a broad range of multi discipline urban design, community, commercial and sporting projects.

Working on projects for all levels of government, private developers, community organisations, he has developed excellent working relationships with clients and communities understanding and identifying their needs.

He is also an International Access Consultant and Disability Access Planner. In 2000, he became legally blind due to Multiple Sclerosis, which gives him a passion for equity, inclusion and universal design principles. He is the only Internationally Accredited Access Consultant in Australia.

**Qualifications &
Professional
Affiliations &
Activities**

- Associate Diploma in Local Government Administration;
- MBA;
- Bachelor in Architecture;
- Bachelor in Project Management;
- Graduate Certificate Architectural Universal Design Principles;
- Certificate International Access Consultant (GAATES);
- Certificate International Professional in Accessibility Core Competencies CIPACC (through the International Association of Accessibility Professionals).

Specialist Skills

- Project Leadership for large scale projects across all disciplines, including consultant engagement, contract administration, project management, financial control;
- Extensive experience with local government, community and emergency service facilities;
- Extensive experience in government and community infrastructure projects;
- Extensive experience in Disability Access consultancy services.

**Professional
Experience**

1976 to 1980	Operations Manager	GlenRoss Construction
1980 to 1990	Deputy CEO, Corporate Services Manager	District Council of Stirling
1990 to 2000	Director Corporate Services	St John Ambulance, then SA Ambulance Service
2000 to now	Managing Director	EnvironArc Design Pty Ltd

**Key Expertise and
Capabilities**

Disability Access Planning, Disability Awareness workshops and Access Audits, Australia wide. University lecturer in Universal Design.

NorForce

Darwin and Kimberly Regiments New Base Development - Urban design, residential, community, recreation and sport plus facilities; Project Leader and consultant coordinator.

38 St John and Ambulance Facilities throughout SA

Project Leader for Design, documentation and construction of training and specialist ambulance/emergency service buildings.

SA Ambulance Service

New Ambulance Station works \$42M



David Stewart
Senior Architectural Building Designer and Access Consultant

David is a Senior Architect for projects in South Australia. He is also an experienced project administrator and a Certified Australian Access Consultant.

He has 42 years' experience in a broad range of multi discipline projects, including community recreation sports, education, retail commercial office, and health, tourism interpretive, institutional, heritage, domestic and retirement villages.

Working on projects for all levels of government, private developers, community organisations, he has developed excellent working relationships with clients and communities and identifying their needs.

Qualifications & Professional Affiliations & Activities

- Bachelor in Architecture
- Graduate Certificate in Building & Planning
- Graduate Diploma in Contract Administration
- Certificate IV in Access Consulting (Access Institute Australia)
- Accredited Member of the Association of Consultants in Access Australia (ACAA).

Specialist Skills

- Project Leadership for projects across all disciplines, including consultant engagement, contract administration, project management, financial control;
- Disability Access Specialist for Auditing and Design;
- Extensive experience in government and community infrastructure projects;
- Extensive experience in medical and aged care projects.

Professional Experience

1976 to 1994	Architect	Hansen Yuncken
1994 to 2000	Senior Architect	Matthew Architects
2000 to 2005	Senior Architect	Woods Bagot
2005 to 2008	Senior Architect	Hames Sharley
2008 to 2012	Project Manager	Flinders University
2012 to present	Senior Architect, Access Auditor, Project Manager	EnvironArc Design

Key Projects

Adelaide Convention Centre

Project Leader for architectural documentation administration

Adelaide Entertainment Centre

Upgrade project, Project Leader for drafting team

National Ice Sports Centre

Access Consultant

Commonwealth Law Courts

Project Leader for architectural drafting and documentation team \$88M

Thebarton Theatre Upgrade, City of West Torrens

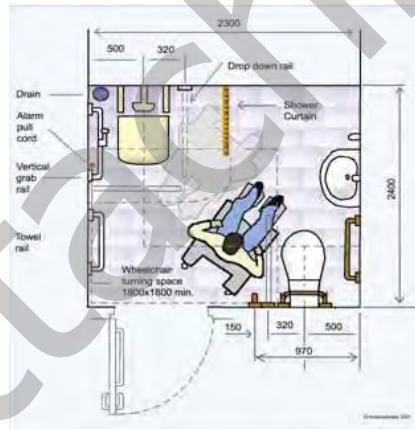
Project Leader for architectural drafting and documentation

Access Audits

Various SA Local Councils, ANZ Bank and Commonwealth Department of Infrastructure, Regional Development and Cities - total 588 buildings



PLANNING →



Project Examples

- **DISABILITY ACCESS AND INCLUSION PLANS**
- **DISABILITY ACCESS BUILDING AUDITS**
- **MOBILITY MAPS**
- **CHANGING PLACES**

**Some of our many projects are provided.
Further information on these or other projects will be
provided on request.**

DISABILITY ACCESS AND INCLUSION PLANNING

Project Methodology

Establishment of a DAIP, is compliant with the SA Government Premiers Department Reporting Toolkit, the AHRC Guidelines and the Convention on the Rights of Persons with Disabilities (CRPD) and includes, but is not excluded to the following processes:



Consultation

We would prepare a consultation plan, to effectively consult with people with disability, their families and carers and persons or bodies representing the interests of people with disability.

The consultation phase will happen at the beginning of the project and collaborate throughout the entire process.

The consultation process will gather feedback on how people with disability, their families and carers and persons or bodies representing the interests of people with disability find access to built environments, access to information and discrimination they may have encountered in our community.

Our focus will be to engage with people with a range of abilities and impairments to gain insight into how Client services or facilities are used, to help plan for those services/facilities to be as inclusive as possible. We would also call for submissions from members of the public.

In addition to this, we will engage with all areas of client including staff and Elected Members, to find out ways disability inclusion actions can be incorporated into existing policies and the strategic plan. This will also include the establishment of a Disability Advisory Committee if none exists.

Gap analysis (Mapping)

A gap analysis and review process will be engaged to:

- Assess the Client's culture and approach;
- Identify existing disability inclusion initiatives and practices;

- Incorporate relevant demographic information;
- Evaluate how people with disability visiting the Client area may access Client services such as tourism or recreational facilities;
- Ascertain potential opportunities for improved inclusion and further consultation;
- Identify which senior manager, executive or committee is responsible for action plan governance, accountability and implementation.

Develop strategies and actions

The primary outcome is the development of disability inclusion strategies and actions which will reflect consultation with the community and the outcomes of the mapping exercise. Specific actions will be aligned with the National Disability Strategy six priorities areas, being:

- 1) Inclusive and accessible communities;
- 2) Rights protection, justice and legislation;
- 3) Economic security;
- 4) Personal and community support;
- 5) Learning and skills;
- 6) Health and wellbeing.

And be supported by a description of:

- The strategy or action;
- The aim and expected outcome;
- The target population or audience;
- The timeframe for action;
- Who is responsible;
- The resources required for implementation, including any external partnerships;
- The specific and measurable indicators to assess performance;
- Any possible risks or challenges in implementation and mitigation strategies.

Reporting

All actions will be agreed and recorded, however in the final DAIP which will be promoted to the community will include, as a minimum, the action, the aim and the expected outcome and timeframe for action.

The project will incorporate the development of a monitoring, evaluation and reporting strategy which can support client by providing a clear framework for how progress against the action plan is demonstrated and communicated. The Strategy can include the data sources required to monitor each action or an outline of how the data will be collected. The strategy would clearly define the process, responsibility and timeframes for reporting and establish the expectation of continual improvement.

This will assist client to:

- Respond to progress in a timely way and support or amend actions
- Ensure transparency and accountability
- Maintain momentum and ensure that the action plan drives action

Publish, promote and implement the plan

The action plan should be made available in an accessible format, such as an accessible word document as well as large print, audio, easy English, Braille or Auslan as required, in accordance with the guidelines set down by the Australian Round Table for the Print Disabled.

Past experience with this type of work for local Councils in South Australia

We have completed Disability Access and Inclusion plans for local government clients Australia wide, in addition to a range of state and federal government agencies and NFP organisations and businesses.

Recent relevant local government plans in South Australia include:

- Adelaide Plains Council
- Alexandrina Council
- Barossa Council
- Copper Coast Council
- Gawler Town Council
- Light Council
- Loxton Waikerie Council
- Mid Murray Council
- Port Augusta Council
- Wattle Range Council
- City of Playford
- City of Prospect
- City of Unley
- City of West Torrens
- City of East Torrens
- Wattle Range Council

Referees

Steve Chapple

Director Development Services
Wattle Range Council
0427 946 783

Linda Weiss

Community Development Officer
Town of Gawler
Phone 8522 9208 or Mobile 0488 995 910

Lorinda Bayley

Community Development Officer
Strategy & Development Light Regional Council
Phone 8525 3200 or Mobile 0428 947 479

Colin Shackleford

Alexandrina Council
Phone 8555 7000

DISABILITY ACCESS BUILDING AUDITS

Access Audits

Access audits are undertaken on a wide range of premises including buildings, parking bays, streetscapes, play spaces, business precincts, sporting, recreation and leisure facilities, parks and reserves and any other area of the built environment. Service and communication audits and evaluations are also provided.

Access Appraisals

Access appraisals are less detailed than access audits, however they are more than adequate to identify higher level access issues in buildings and facilities. These can be discussed with you further on request. Access appraisals are typically undertaken for services, events, streetscapes, play spaces and all manner of outdoor environments as well as for pre occupancy of a building or facility.

In addition, general or specific access and Universal Design guidelines and checklists can be developed for a range of events.

We can undertake access audits using the following benchmarks or a combination of these as required:

- The intent of the Disability Discrimination Act (DDA) 1992
- The Disability (Access to Premises –Buildings) Standards 2010
- The Disability Standards for Accessible Public Transport 1992
- Relevant Australian Standards for Access and Mobility
- Universal Design Considerations
- Building Code of Australia (where relevant)
- LHA Design Guidelines
- SDA Design Guidelines

We have been providing access audits and appraisals for more than 20 years, providing services to a wide range of organisations around Australia including:

- Local Government
- State Government
- Health Services and Hospitals
- Educational Institutes
- Commercial Property
- Residential Property
- Community Services
- Recreation Facilities

We have completed audits and appraisals on 462 different local government buildings and facilities in South Australia, using a comprehensive checklist.

We have also designed disability access public toilets, elevators, ramps etc.

MOBILITY MAPS

Mobility Maps generally identify accessible features within cities, shopping precincts, universities and the like.

The following are typical items we include:

- Accessible Toilets
- Accessible Parking
- Scooter/ Wheelchair Recharge points
- Public Toilets
- Parents Rooms
- Post Offices
- Letter Boxes
- Public Telephones
- Automatic Teller Machines
- Tram Stops
- Train Stations
- Chemists
- Police Stations
- Car Parks



Additional items we can also include if required are gradients, kerbs, taxi Ranks, hospitals, theatres, identification of accessible routes, pedestrian crossings, etc.

In the past 10 years we have completed Mobility Maps for 28 state and local government facilities, 6 universities, 18 shopping complexes and malls.





Accessible toilets	Public seating	Information	Footpath
Baby change facilities	Public phone	Post Office	Shared bike/foot-path
Accessible car park	ATM	Pedestrian crossing	Bus route
Bus/coach stop	Chemist	Accessible building entry	Rail line
Taxi stand	Playground	Beach wheelchair	● Steep gradient
	Medical Centre		

CHANGING PLACES

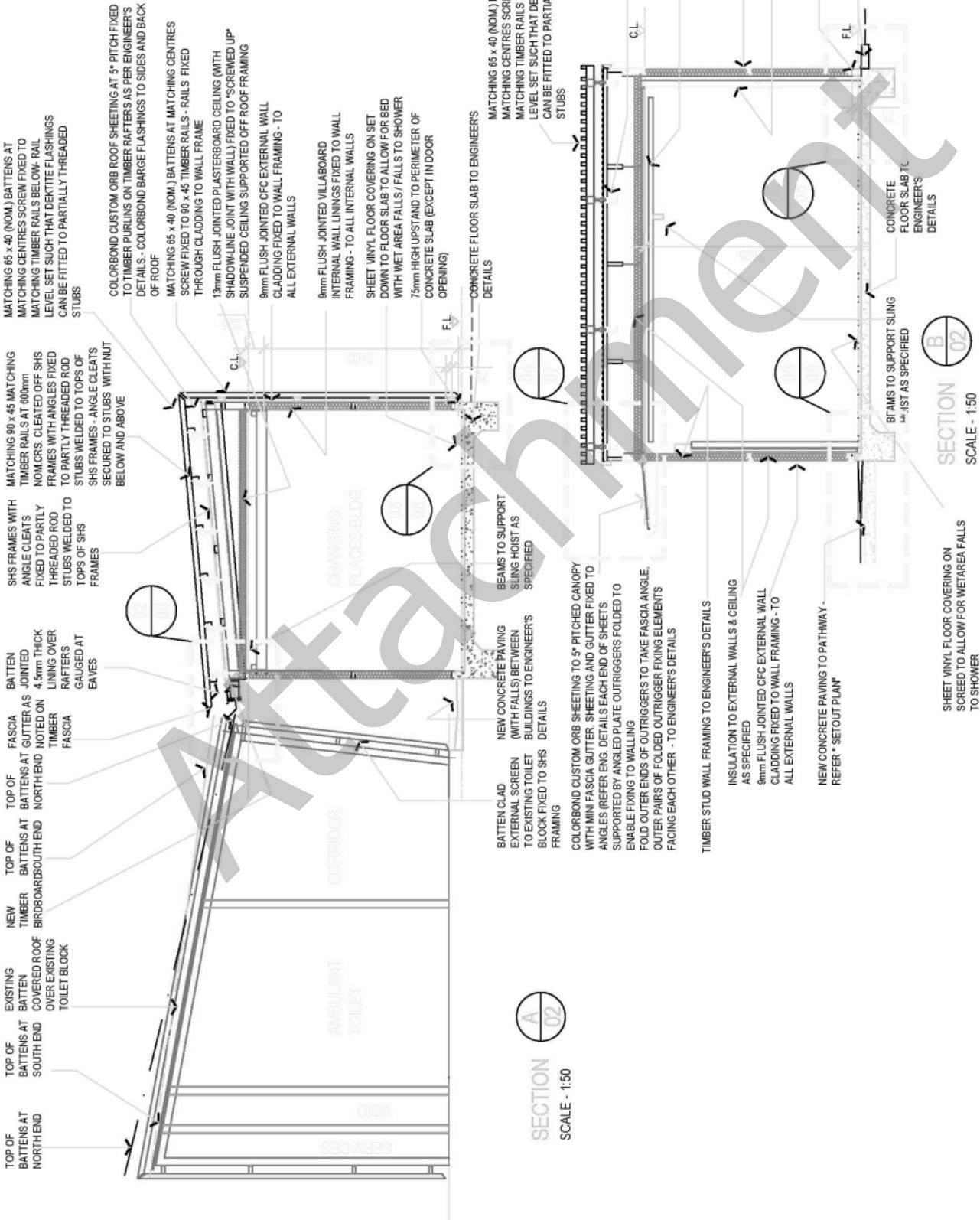
Changing Places are not standard accessible toilets – they:

- Are secure and private facilities for people with disability who need extra space and assistance to use the bathroom when out and about in the community;
- Are different from – and do not replace – standard universal accessible toilets;
- Include an adult-size, height adjustable change table, a hoist and enough room for two people to assist;
- Are located near accessible parking bays;
- Will have the same specifications so that people who use them can be confident that all Changing Places provide the same facilities.



EnvironArc has recently completed one for the City of Charles Sturt.





486

Verbal description and levels on site before setting out.

Do not take Relev. to ground dimensions.

Copyright ©

environarc

drawn:

checked:

dated:

A

FOR TENDER
 ISSUE DATE: 15/02/2019

 CHANGING PLACES
 HENLEY SQUARE
 HENLEY BEACH
 for
 CITY OF CHARLES STURT
 SECTIONS
 P.O. Box 36, North Adelaide, SA, 5006
 Ph: 1300 738 611
 E-mail: environarc@environarc.com
 Web: www.environarc.com.au

 Environarc
 P.O. Box 36, North Adelaide, SA, 5006
 Ph: 1300 738 611

Web: www.environarc.com.au

rev date amendment

 Charles
 Sturt
 Council

 Project No. 1633 Drawing No. WD05
 Drawing Date 04/02/2019



YOUR DISABILITY ACCESS AND INCLUSION PLAN 'START-UP' KIT'

EnvironArc Pty Ltd

PO Box 56
North Adelaide SA 5006

Contact: Michael Galea
0414 572 840

**our
Community
is Better
together**

DEVELOPING YOUR DISABILITY ACCESS AND INCLUSION PLAN

Introduction

The Federal Disability Discrimination Act 1992 (DDA) provides protection for everyone in Australia against discrimination based on disability.

Disability discrimination happens when people with a disability are treated less fairly than people without a disability. Disability discrimination also occurs when people are treated less fairly because they are relatives, friends, carers, co-workers or associates of a person with a disability.

The Disability Inclusion Act 2018 (SA) promotes the full inclusion of people with disability by improving access to mainstream supports and services. It provides a legal framework to support equal access and participation in areas including recreation, education, health, employment and public transport.

The Act aligns with the United Nations Convention on the Rights of Persons with Disabilities and with the Australian National Disability Strategy 2010-2020.

Once developed, an action plan can be given to the Australian Human Rights Commission. In the event of a complaint, the Commission is required by the DDA to consider the organisation's action plan.

The success of an action plan, in terms of eliminating disability discrimination and in being used as a defence against complaints, will largely depend on the effectiveness of the actions taken.

The Process

Our EnvironArc action planners (Section 60, Disability Discrimination Act 1992), are experienced in assisting Local Government Agencies, prepare their DAIP, by undertaking the following:

1. Liaise with Council re project start-up to reaffirm brief;
2. Gain all existing Council Policies and Procedures and Plans;
3. Undertake gap assessment of all existing Policies and Procedures;
4. Gain an understanding of the Council organisation and key people responsibilities;
5. Schedule Access Legislation and DAIP Plan workshops;
6. Undertake Access and Plan workshops for Staff (Day 1 morning) (Attend at Council meeting room);
7. Undertake Access and Plan workshops for Management & Elected (Day 1 afternoon) (Attend at Council meeting room);
8. Undertake Access and Plan workshops for the Community & Elected (Day 1 Evening) (Attend at Council meeting room);
9. Collate comments and ideas from all workshops;
10. Prepare community/staff consultation survey;
11. Gain Council feedback and approval for survey;
12. Council to promote and widely distribute survey, both hard copy and on-line;
13. Receive survey results and ideas then collate;
14. Assess demographics of area population and collate;
15. Assess demographics of area visitor numbers and collate;
16. With all collated ideas, comments, and gap analysis findings, undertake DAIP development;
17. Draft DAIP to Council for review;
18. Make alterations to Draft DAIP as necessary;
19. Provide Final Draft DAIP for community comments and review;
20. Make alterations to the Final Draft from community comments and review;
21. Submit to Council for adoption;
22. Register DAIP with AHRC.

DEVELOPING YOUR DISABILITY ACCESS AND INCLUSION PLAN

Please provide (email) us with the following (.pdf files preferred):

Disability Discrimination Action Plan Process Checklist

- Council strategic plan (what Council plans to do)
- Council DDA Action plan (what Council was, is and plans to do)
- Council Budget (what spends money on)
- Council Development Plan (Community leadership for all new works)
- Council Risk Management plan (how council protects itself)
- Council Public Liability Policy conditions (how Council protects itself)
- Council "new staff" induction training agenda (how Council informs staff of their responsibilities)
- All** Council policies and procedures (the governance of Council)
- The make-up of a Council DDA Reference Committee and its terms of reference (Who represents the disabled)
- Minutes of the DDA Committee meetings for the past 12 months (What has been done or is planned to be done)
- Council building asset DDA access compliance plans or works done in the past 12 months (what Council is actually doing - ramps, hearing augmentation, lifts, accessible toilets etc)
- If any hearing aid augmentation equipment is in any buildings and if so, what buildings it is in. (what Council has actually done)
- Council building emergency exit policies (if someone is disabled, how do they exit a building in an emergency)
- Any guidelines for developers regarding access obligations (BCA and Council Development Plan)
- Any guidelines for Council garden and reserve development for accessibility (how accessible are Council parks and gardens)
- Any plans in place to improve access to Council facilities and services (what Council plans to do)
- If Council has a community bus, does it have wheelchair access into it? (obvious)
- Does the Council employ its own building certifier? (if so, have they had training in the changes to the BCA) Does Council have an access map? (so disabled people know where to access public facilities)
- Does Council libraries have a Large Print Section
- Does Council have a DDA Complaints process (so Council can protect itself and be reactive)
- Has there ever been a DDA complaint or concern raised against Council

DEVELOPING YOUR DISABILITY ACCESS AND INCLUSION PLAN

If you have any queries, please do not hesitate to contact your DAIP Planner:

Name: Michael Galea
 Direct Phone: 0414 572 840
 Direct Email: mgalea@environarc.com.au

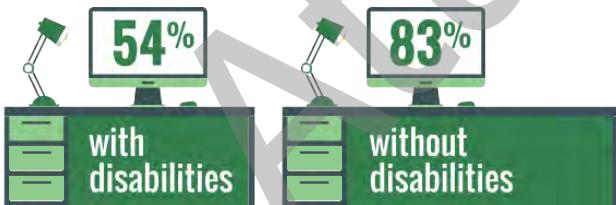


Australians aged 18 yrs and over report having a disability or long-term health condition



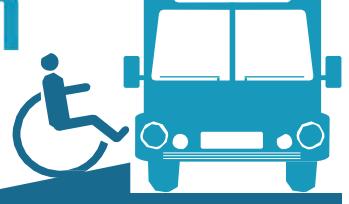
AUSTRALIA RANKS LOWEST

AMONG OECD COUNTRIES FOR THE RELATIVE INCOME OF PEOPLE WITH DISABILITIES



1.2 million

people with disabilities report difficulties using public transport



6%
Live in non-private dwellings

20%
Live independently in private dwellings

74%
Live with others in private dwellings

82%
Children with disabilities

77%
Children without disabilities

2009 RATES OF PARTICIPATION IN SCHOOL

94% OF PEOPLE WITH DISABILITIES HAVE THE SUPPORT THEY NEED TO LIVE IN PRIVATE RESIDENCES

AGENDA ITEM NO.: **12.11**

TO: Council on 28 July 2020

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Merran Fyfe, Manager Arts & Events
Daniel Adams, Manager Economic Development

SUBJECT: Full Implementation of Facility and Parks Booking System

1. EXECUTIVE SUMMARY

Following an extensive trial of SpacetoCo, an online portal for facility and park bookings, this report summarises the outcomes of the trial and outlines that successful integration has been delivered in a way which met City of Prospect custom requirements, and that the system is now fully operational.

The report confirms we have now implemented this online system for ease of community bookings across our parks, Nailsworth Community Hall and Payinthi with a total of 17 hireable spaces now available online through those facilities and parks across the city. The online system allows ease of interface and booking by the community (as desired).

The report outlines the significant advances made by SpacetoCo to achieve the complex (and custom) integration of the booking platform with Council's systems, including the MS Office 365 suite (Outlook) and the Evoko screens located throughout Payinthi. The need for this custom integration was outlined in past reports as a fundamental and 'not negotiable' system requirement to ensure a seamless and modern experience is achieved for our customers and staff and as a reflection of our Smart City brand.

The implementation (now live and taking online bookings) achieves significant operational efficiencies and demonstrates a successful collaboration between private and public sectors. Through a great deal of work between our staff and SpacetoCo, City of Prospect has driven innovative improvements with superior outcomes not available earlier in the trial models. The outcome of this extra attention to detail leads to long term benefits for our local community, the broader Local Government sector, and SpacetoCo as an Australian start-up.

To ensure the online implementation progressed despite the closure of facilities during COVID-19, the final integration of SpacetoCo continued in the background by all stakeholders in recent months. Importantly during these recent months, Council also adopted the Community Facility Hire Policy (April 2020) as well as the Fees and Charges Register (June 2020). These endorsements paved the way for the system itself being implemented and released publically.

This comprehensive booking system now places City of Prospect in an excellent position to support and foster high levels of community use and activation of our facilities and parks as we move through the Roadmap to COVID-19 Recovery.

2. RECOMMENDATION

- (1) **Council having considered Item 12.11, Full Implementation of Facility and Parks Booking System, receive and note the report.**
-

3. DISCUSSION

On 26 November 2019, a Council Report focussed on the results of the booking system trial that had been occurring in Council's parks throughout 2019. The report outlined several integration issues that needed to be overcome before full roll-out into facilities (Payinthi and Nailsworth Community Hall) should occur.

The technical challenges specifically related to the need for the SpacetoCo system to integrate with MS Office 365 (Outlook calendars) which had not previously been offered by SpacetoCo (or any other off-the-shelf booking system we had reviewed). The custom solution was a non-negotiable from Council's perspective so as to ensure a seamless online user experience and to streamline the administration and finance processes.

Back in the November 2019 report, the Business & Innovation Team outlined the integration would require extensive system development by SpacetoCo, and that (pleasingly) the company had offered to undertake this work over the next 6 months at no cost to City of Prospect. Based on broader research, it had been estimated (as part of a regional digital transformation project) that to develop such a system from scratch would cost in the order of \$250K. Whilst disappointing that the release would be delayed, these significant savings warranted the extra time taken.

A further report was presented to Council on 25 February 2020 which focussed on the implementation of the system with both temporary and longer term goals for ease of community access and the promotion of greater activation. The report reflected on the requirement to finalise the Hall Hire Policy review and the need for adoption of 2020/21 Fees and Charges. Both of these elements have now been achieved.

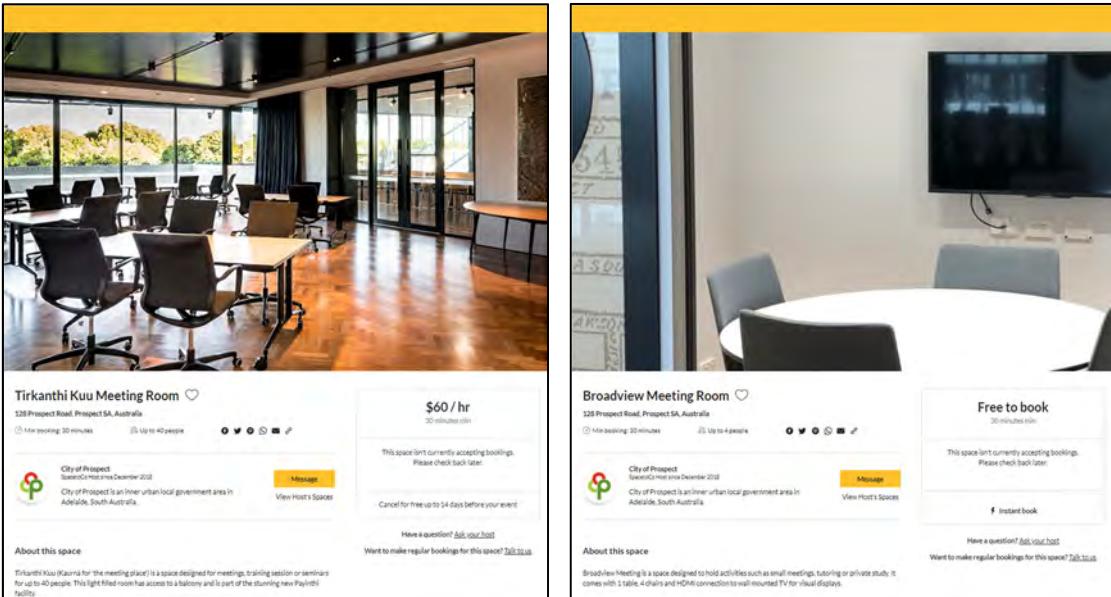
The February 2020 report preceded the announcement of worldwide COVID-19 restrictions by just three weeks. As we know, COVID-19 significantly changed the landscape of online bookings and facility management (and many other aspects of what was once normal community life). The relevant staff continued to progress the system development, taking advantage of the temporary lull in demand in preparation for a mid-year release as promised previously. Pleasingly, this has now been achieved.

SpacetoCo rebuild to meet Local Government needs

SpacetoCo had been working closely with both City of Prospect and City of Mitcham, both of whom had different requirements and expectations of the system. When SpacetoCo relaunched their product in April 2020, this was a significant milestone in being able to meet the longer term needs as outlined by the SA Local Government sector.

Working alongside the teams from both Council's, the launch of a new platform catered for the extensive list of desired functions enabling an optimum experience online for both internal and external purposes.

The following images provide examples of the user experience/ user interface and demonstrate room facilities, availability, hire costs and links to terms and conditions/ inclusions. As can be seen, the professional and sleek user appearance (complete with quality images of each space) provides a simple and inviting interface like many simple booking platforms we are all familiar with.



Example online room booking screen, showing features such as rates, Free to Book option and Instant book capability

Your Booking

Edit Booking

Eliza Hall - Prospect's Town Hall

Mondays 3rd August 2020
4:00pm - 8:00pm
4 hours
\$400.00 - \$192.00

Extra Items

Item	Rate	Qty	Total
Sound Tech (per hour)	\$45.00	2	\$110.00
Bar Staff (per hour)	\$40.00	2	\$80.00

Enter coupon code

Coupon code has been applied

Length of booking: 4 hours
Hourly price: \$40.00 - \$192.00

Booking Total: \$40.00
Extra Items Total: \$210.00
Discount Total: -\$40.00
GST Inc.: \$37.00

Total To Pay: \$407.00 AUD

Edit Booking **Continue**

Example of custom questions, extra item charges and application of discounts

Your Details, Merran Fye

Please ensure the contact details below are up-to-date

Your Address *

Best contact number *

Payment Details

A temporary hold will be placed on your nominated card for the booking total.

Credit Card Details

Cardholder Name *
Merran Fye

Billing Address *

Add Credit Card

Terms and Conditions

I agree to the SpacetoCo Terms and Conditions and the Host's (City of Prospect) Terms and Conditions.

If your plans change, no stress, cancel for free up to 14 days before your event.

Back **Complete Payment**

Example online payment

The needs of City of Prospect were different to those of City of Mitcham and this took further work beyond the April launch that was utilised by Mitcham. The MS Office 365 integration was required to create a seamless link to the system used by staff to manage the shared spaces in Payinthi. SpacetoCo continued system development to meet our needs and we are pleased to advise this has been achieved. The custom re-work is a credit to the willingness of SpacetoCo to tailor their platform for us.

MS Office 365 and Evoko screen integration

As mentioned and according to our research, a unified platform that integrated an online public booking system with the MS Office 365 environment hasn't previously been available in the Australian market. As part of our ongoing digital transformation, this integration linked our administration processes and internal MS Office 365 system (MS Outlook Calendars), to the Evoko display screens (outside each room) and the online booking system. Without this integration, moving forward earlier than now would have led to significant administration inefficiencies and likely created a poor user experience, impacting on return visitation. This was not acceptable to our project team.

The additional time taken to conduct tests, trials and system enhancements has been worthwhile to ensure City of Prospect gained the product we desired.

Updates to Council's website

To improve the user experience we have made changes to the way the hire spaces are displayed (promoted) on Council's website. Previously located under a heading 'Facilities', our indoor and outdoor spaces are now under the simple heading of 'Venues and Hire Spaces' in the Community Section of the website, and also appear under Library and Business support as well. The Home Page features a quick link to get the process started.

There has been a passive shift in language to reduce use of the outdated term 'Facilities and Halls', adopting a more modern approach to 'Venues and Hire Spaces'. This is now inclusive of small rooms, larger event / function spaces and our parks.

To ensure users are always accessing up to date information, there are regular links that take users directly to SpacetoCo. This leads to a more seamless experience and reinforces the new online platform for all information, availability and bookings.

'Quick Hire' to increase usage of small meeting rooms Payinthi

Tablet-sized digital display screens, Evokos, are now located on the outside of the bookable rooms following the recent installation to the exterior of Broadview, Nailsworth and Dingley Dell rooms on Level 1 in Payinthi.

This display on each room achieves real-time visibility of the room availability, enabling users at Payinthi to book directly with staff if they wish to use the small meeting room spaces while they are on-site. Additionally, any staff or elected member can also book these from their desktop or mobile devices (on site or remotely) for themselves or for community members. Importantly, the general public can also secure the spaces online using SpacetoCo linked seamlessly from Council's website. The beauty of the system now is that all calendars synchronise regardless of where the booking is made.



Example Evoko screens within Payinthi, showing room availability of hirable spaces

This 'quick hire' solution for these three (3) rooms is available free of charge for short term bookings, and is an agile response to room use. Operational decisions have been made to commence this activity with a goal being to achieve a high turnover of room use rather than risk them being monopolised by a small number. The rooms are available for a maximum 2 hours at a time during Library opening hours and bookable up to 7 days in advance and we will review the success of this in an ongoing sense and adapt accordingly.

Due to the low risk hire type of these rooms (eg study, private meeting, report writing), they have also been made available through the *Instant Book* function within SpacetoCo, enabling instant bookings to be made online at any time of the day or night by our community without any staff intervention for approval (as generally required in the system). This efficiency was another desired outcome and another successful step in our online booking system being responsive to community needs.

Access '24/7'

The desire to have facilities available with 24/7 access (as allowed for through the design of the Payinthi, and already available at Nailsworth Community Hall) continues to be an ambition of the staff. With COVID-19 restrictions easing, the interest in our spaces is starting to recover and we are pleased to report a spike in casual enquiries in the first two weeks of July.

It is acknowledged that there is scope for increased after hours and weekend bookings at both facilities and now that we have strong systems in place we can recommence promotions to maximise our casual and ongoing bookings. The Council's decision to waive fees for the latter half of 2020 removes a barrier and will assist in achieving the activation objective.

Through the recent quieter months, staff have also resolved the security access codes issue that plagued Payinthi in its first three months of operations. This ensures out of hours access is now ready from a system point of view. This also facilitates a quicker turnaround on booking approvals which has been a goal of moving to an online system.

We also now have additional staff with access to the back-end of the booking and security systems who can work through access code allocations, guaranteeing a faster approval process (and better experience) for hirers.

The online arrangements for regular hirers are also all in place within the system, with a number of groups having already returned during June and July to the facilities, and some also completing the migration to online booking management. Some have elected

to defer their return to as late as September, and we are supporting them in their individual requirements.

Promotions, in line with appropriate easing of COVID restrictions, are planned for the coming months to help boost occupancy moving forward, and to realise the vision for activation of both facilities.

Final stage of implementation

As COVID-19 related restrictions eased in June and July, staff have been able to:

- Confirm the successful technical integration between MS Office 365, Evoko and SpacetoCo in June 2020.
- Re-open Nailsworth Community Hall from mid-June (through a staggered re-opening based on group size and ability to meet restrictions).
- Commence transferring existing hirers from manual bookings to the SpacetoCo system (commenced with some in June), noting some groups have elected not to return to our facilities until August or September and they will be transferred at that time.
- Conduct trial weekend bookings in Payinthi North Side and South Side; including Kaurna Yarta Aboriginal Corporation in Tirkanthi Kuu, as well as St Johns First Aid Training sessions in Eliza Hall in June / early July.
- Re-open park bookings from 1 July 2020.
- Recomence public use of Level 1 small meeting rooms for short term and casual hire from early July.
- Prepare to re-open the remaining parts of Payinthi in a staged approach, with both the North Side and South Side fully available for public hire from 1 August 2020 in line with restrictions.
- Establish the SpacetoCo system and test the user experience for ease of booking for all key spaces.

The actions above have now occurred with full integration between multiple platforms achieved in June 2020 in line with the target noted in February update to Council.

Elected Members are able to book rooms for Council business or private needs at Nailsworth Community Hall or Payinthi in line with the Community Facility Hire Policy, or the small meeting rooms at Payinthi in line with the 'Quick Hire' process described earlier in the report. Should any members need any assistance to do this, they are asked to contact the report authors who can provide training and advice.

Through investing the necessary time in the software development of SpacetoCo's new product and achieving our additional custom requirements, the project team have designed and implemented a product beneficial to the organisation and community for both now and into the future.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

- Strategy 1.1 Know our community
- Strategy 1.2 Environmentally active, sustainably focused
- Strategy 1.3 Active living for every age, every stage
- Strategy 1.4 Celebrate our diverse and creative community

Intelligent Community Indicators

1. Innovation: Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).
 2. Digital Equality: Allowing everyone access to broadband technologies and skills to use them.
-

ATTACHMENTS

Nil.